



**SUMMER VILLAGE OF GHOST LAKE
REGULAR COUNCIL MEETING**

AGENDA

May 10, 2025 | 12:00 p.m.
Ghost Lake Community Hall

ITEM DESCRIPTION

1.0 CALL TO ORDER

1.1 Land Acknowledgement

"We are very grateful to be located within the Treaty 7 territory, traditional lands and home of the Bearspaw, Chiniki and Good Stoney Nation, the Kainai, Piikani, Siksika Nations, the Tsuut'ina Nation, and Region 3 Métis People. We are honoured to live, work and play in their territory and commit to the work of reconciliation. "

2.0 APPROVAL OF AGENDA

2.1 Agenda for the May 10th, 2025 Regular Meeting of Council

3.0 APPROVAL OF MINUTES

3.1 Minutes for the March 23rd, 2025 Regular Meeting of Council

4.0 OLD BUSINESS

4.1 Firewater Tank Update

4.2 Community Playground Update

4.3 Annexation Update

5.0 FINANCIAL

5.1 Cheque Register March 1 – May 6, 2025

5.2 May 2025 Financial Report

5.3 2024 Audited Financial Statements

5.4 2025 Tax Rate – Bylaw 2025-04

6.0 NEW BUSINESS

6.1 Subdivision and Development Appeal Board Bylaw

- *Repeal Existing Bylaws*
 - Subdivision and Development Appeal Board – Bylaw 2022-03
 - Subdivision and Development Appeal Board – Bylaw 2024-02
- *New Proposed Bylaw*
 - Subdivision and Development Appeal Board – Bylaw 2025-02

6.2 Procedural Bylaw

- *Repeal Existing Bylaw*
 - Procedural Bylaw – Bylaw 2022-01
- *New Proposed Bylaw*
 - Procedural Bylaw – Bylaw 2025-03

7.0 CORRESPONDENCE

8.0 BOARDS & COMMITTEES

8.1 Emergency Services Community

8.2 FireSmart Program

8.3 Public Works

8.4 Dock Committee

8.5 Community Association

8.6 Natural Environment and Lake Stewardship

- Disc Golf Course Management
- Compost/ Yard Waste Area Management

8.7 Marigold Library

9.0 ADJOURNMENT

REQUEST FOR DECISION

TITLE:	Subdivision and Development Appeal Board Bylaw
DATE:	May 7, 2025
ATTACHMENTS:	1. Bylaw 2025-02 Redlined

SUMMARY:

In November 2024, Council adopted bylaw #2024-02 “Subdivision and Development Appeal Board Bylaw” which included provisions for the Intermunicipal Subdivision and Development Appeal Board that the Summer Village of Ghost Lake is now a member of.

However, it was noted that the previously existing bylaw #2022-03 “Subdivision and Development Appeal Board Bylaw” was not repealed. The new proposed bylaw, bylaw #2025-02 aims to amalgamate the two bylaws into one to ensure consistency.

RECOMMENDATION:

That Council give first, second and third readings to Bylaw #2025-02.

DISCUSSION:

The proposed bylaw #2025-02 “Subdivision and Development Appeal Board” bylaw outlines the procedure, conduct, functions and duties of the Intermunicipal Subdivision and Development Appeal Board.

MOTIONS:

1. That Bylaw #2025-02 “Subdivision and Development Appeal Board”, be given first reading.
2. That Bylaw #2025-02 “Subdivision and Development Appeal Board”, be given second reading.
3. That Bylaw #2025-02 “Subdivision and Development Appeal Board”, be introduced for third reading.
4. That Bylaw #2025-02 “Subdivision and Development Appeal Board”, be given third reading.

Prepared by:
Hassan Saeed
Planning & Development
Technologist

Reviewed & approved by:
Mustafa Hashimi
Chief Administrative Officer

SUMMER VILLAGE OF GHOST LAKE
BYLAW 2025-02

BEING A BYLAW OF THE SUMMER VILLAGE OF GHOST LAKE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A SUBDIVISION AND DEVELOPMENT APPEAL BOARD

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26 requires the establishment of a Subdivision and Development Appeal Board for the Summer Village of Ghost Lake;

AND WHEREAS Municipal Government Act, R.S.A. 2000, Chapter M-26 requires Council to provide for the procedure and conduct and the functions and duties of a Subdivision and Development Appeal Board established by Council;

NOW THEREFORE the Council of the Summer Village of Ghost Lake, in the Province of Alberta, duly assembled hereby enacts as follows:

1. TITLE

1.1. This Bylaw may be cited as the “Subdivision and Development Appeal Board Bylaw”

2. DEFINITIONS

- a. “Act” means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended;
- b. “Board” means the Summer Village of Ghost Lake Subdivision and Development Appeal Board;
- c. “Member” means a voting member of the Summer Village of Ghost Lake Subdivision and Development Appeal Board;
- d. “Pecuniary Interest” means pecuniary interest as defined by section 170(1) of the Act;
- e. “Regional Pool” means a group of Subdivision & Development Appeal Board Members duly appointed by the Councils of municipalities, of which the Summer Village of Ghost Lake is one, participating in the Subdivision & Development Appeal Board Joint Regional Agreement.

3. ESTABLISHMENT

- 3.1. Council hereby establishes a Subdivision and Development Appeal Board for the Summer Village of Ghost Lake.

4. AUTHORITY

4.1. Subject to and in accordance with the provisions of the Act, the Board shall hear and make determinations in respect of appeals brought in respect of:

- a. decisions of a Subdivision Authority which are to be heard by the Board pursuant to section 678(2) of the Act;
- b. orders, decision or development permits made or issued by a Development Authority pursuant to section 685 of the Act;
- c. such other matters as the Board may now or may hereafter be required to hear by the Act or by bylaw of the Summer Village of Ghost Lake.

4.2. The Board, when hearing an appeal respecting a subdivision application or order relating to a subdivision matter, must act in accordance with section 680 of the Act.

4.3. The Board, when hearing an appeal respecting a development permit or order related to a development matter, must in accordance with Section 687 of the Act.

5. MEMBERSHIP AND TERM

5.1. The Board shall consist of three (3) Members appointed by resolution of Council.

5.2. Members shall be appointed to the Regional Pool at the time of appointment by Council to the Summer Village of Ghost Lake Subdivision and Development Appeal Board.

5.3. Membership terms will be set by Council at time of appointment, the terms shall not exceed three (3) years and will be made in such a manner that the expiry dates of Members are staggered.

5.4. Should Council choose to appoint a member of Council to the Board, only one Member of the Board shall be a member of Council.

5.5. To be eligible as a Member of the Board the person must be a property owner or spouse of a property owner in the Summer Village of Ghost Lake.

5.6. No person shall be a Member of the Board:

- a. who is an employee of the Summer Village of Ghost Lake; or
- b. who carries out subdivision or development powers, duties and functions on behalf of the Summer Village of Ghost Lake.

5.7. All membership vacancies shall be advertised on the Summer Village of Ghost Lake website requesting formal submission of applications.

5.8. Appointment of Members will be made from those applicants responding to the advertised need.

5.9. There will be no automatic succession appointments.

5.10. Council delegates authority to the Chief Administrative Officer to assign duly appointed Members from the Regional Pool to the established Subdivision and Development Appeal Board, as required.

5.11. Members shall be compensated as set out in Schedule "A" to this Bylaw.

5.12. Council deems that a Member appointed to the Regional Pool by a municipality, who is a party, along with the Summer Village of Ghost Lake, to the Subdivision and Development Appeal Board Joint Regional Agreement, is a Member appointed by Council.

6. RESIGNATIONS AND REMOVALS

6.1. Any Member may resign from the Board at any time by sending written notice to the Chief Administrative Officer.

6.2. Council may remove a Member at any time.

7. QUORUM AND APPOINTMENT OF CHAIR AND VICE CHAIR

7.1. Two (2) Members of the Board shall constitute a quorum.

7.2. The Board shall at its first meeting in each year, elect by a majority vote of those Members present, a chair and a vice-chair.

7.3. In the event of absence or inability of the chair to preside at a meeting, the vice- chair shall preside.

8. CLERK OF THE BOARD

8.1. Council shall appoint a clerk of the Subdivision and Development Appeal Board with compensation as outlined in section 7.

8.2. The clerk is authorized to:

- a. sign on behalf of the Board any order or decision issued by the Board;
- b. notify all Members of the Board of the arrangements for the holding of each meeting;

- c. prepare and maintain a record of the proceedings;
- d. prepare the Board's written orders for signature and transmittal; and
- e. issue any order or decision of the Board to all affected parties and persons.

9. MEETING PROCEDURES

9.1. The Board shall determine the location in which to hold meetings.

9.2. When the Board includes a Regional Pool Member the meeting may be held virtually.

9.3. Public notice of a meeting will be provided on the Summer Village of Ghost Lake website at least one (1) day prior to the meeting.

9.4. The Board may postpone a decision to a specific date and time where the circumstances require it.

9.5. If a notice to withdraw an appeal is received after the hearing date has been set, the Board shall open the hearing to determine whether or not the appeal will continue.

9.6. The chair shall be responsible with respect to all things required to be carried out by the Board under the Act to see that they are carried out in accordance with the provision of the Act.

9.7. The chair shall:

- a. maintain order and decorum and may, if necessary, call a Member to order;
- b. determine who has a right to speak;
- c. ensure all Members who wish to speak to a motion have spoken, ensure that the Members are ready to vote, and subsequently call the vote;
- d. rule when a motion is out of order; and
- e. ensure persons in the gallery maintain quiet and order and may, if necessary, provide for the removal of those who do not comply.

9.8. Members shall not:

- a. speak with the appellant or any other parties prior to the appeal; or
- b. discuss the item being appealed with anyone, including other Members, outside the hearing.

- 9.9. When a Member has a Pecuniary Interest with respect to an appeal under consideration, the Member must disclose the nature of the Pecuniary Interest prior to any discussion on the matter, abstain from voting on the matter and leave the room in which the meeting is being held until discussion and voting on the matter are concluded.
- 9.10. A Member who, for any reason, is unable to attend the whole of the hearing of an appeal shall not participate in the Board's deliberation or decision on that appeal.
- 9.11. When a Member does not vote on a matter pursuant to 9.8 or 9.9, the abstention and reasons therefore shall be recorded in the minutes.
- 9.12. After hearing all submissions, the Board may deliberate and reach its decision in a meeting closed to the public.
- 9.13. Only the Members present and eligible to vote and the clerk shall be present in a meeting closed to the public.
- 9.14. A decision of the majority vote of Members present shall be deemed to be a decision of the whole Board.
- 9.15. A tied vote is defeated.
- 9.16. A Member shall not make any public statements (including verbally, in writing or via electronic media) on matters relating to an appeal before the Board, either before or after a hearing, except those statements authorized by the Board through the chair.

10. MEETING RECORDS

- 10.1. Agendas shall be made available to Members at least three (3) days prior to a meeting, and made available to the public at least one (1) day prior to the meeting.
- 10.2. The clerk shall keep record of each meeting that includes:
- a. the notice of appeal;
 - b. the date, time and location of the meeting;
 - c. the names of all Members present;
 - d. the names of any Summer Village of Ghost Lake staff present;
 - e. a list of witnesses that gave written evidence at the meeting;
 - f. all written arguments presented at the meeting;
 - g. a list of witnesses that gave verbal evidence presented at the meeting;

- h. any motions made at the meeting, along with the results of the vote on the motion;
- i. the evidence the Board considered and that which it did not, also known as the findings of facts; and
- j. the decision of the Board, including reasons.

10.3. Questions and debate shall not be recorded in the minutes.

10.4. Minutes of the meeting shall be adopted by motion at the next meeting of the Board and signed by the chair and clerk once adopted.

11. WITHDRAWING AN APPEAL

11.1. A notice made by the appellant to withdraw an appeal must be made in writing and submitted to the clerk;

- a. Before the hearing begins; or
- b. After the close of the hearing but before the Board issues its decision

11.2. A verbal notice to withdraw an appeal by the appellant may be made at the hearing.

12. GENERAL MATTERS

12.1. Bylaw number 2022-03 and 2024-02 and any amendments thereto are hereby rescinded in their entirety.

12.2. This Bylaw shall come into force upon final reading thereof.

READ a first, second and third time this 10th day of May 2025.

Mayor

Chief Administrative Officer

Schedule "A"

Member Renumeration

Reimbursement for costs incurred to attend the required Subdivision and Development Appeal Board training or meetings shall be at the rates in effect at the time for the Summer Village of Ghost Lake Council, Staff and Volunteers.

SUMMER VILLAGE OF GHOST LAKE
BYLAW 2025-03

BEING A BYLAW OF THE SUMMER VILLAGE OF GHOST LAKE IN
THE PROVINCE OF ALBERTA, TO PROVIDE ORGANIZATIONAL
AND PROCEDURAL MATTERS OF COUNCIL, COUNCIL
COMMITTEES AND COUNCILLORS

WHEREAS, the Municipal Government Act (MGA), S.A. 2000 Chapter M-26, as amended, provides that a Council may pass bylaws in relation to the procedure and conduct of Council, and committees established by Council, and may regulate the conduct of Councilors and members of committees established by Council;

AND WHEREAS, Council has deemed it necessary to regulate the procedure and conduct at meetings of Council and committees established by Council

NOW THEREFORE, the Council of the Summer Village of Ghost Lake, duly assembled, enacts as follows:

1.0 Title

This Bylaw shall be called the “Procedural Bylaw”.

2.0 Definitions

In this bylaw:

- a. ~~a)~~—**“Delegation”** means any person that has permission of Council to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee
- b. ~~b)~~—**“CAO”** means the Chief Administrative Officer or his/her delegate, for the Municipality.
- c. **“Electronic participation platform” means any electronic or digital technology, including but not limited to telephone, video conferencing, or other internet-based applications, that enable remote attendance and participation in Council or committee meetings, as approved by the CAO**
- d. ~~e)~~—**“Member”** means a councilor or person at large appointed by Council to a committee of council.
- e. ~~d)~~—**“Meetings”** means meetings of Council and Council committees.
- f. ~~e)~~—**“Municipality”** means the Summer Village of Ghost Lake, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality.
- g. ~~f)~~—**“Municipal Website”** means the official website of the Municipality
- h. ~~g)~~—**“Term”** means the four-year election cycle

3.0 Chief and Deputy Chief Elected Official

3.1 In accordance with the MGA, the chief elected official shall have the title of Mayor and one member of council shall have the title of Deputy Mayor.

3.2 At the beginning of each Council Term, at the organizational meeting of Council, or as required in the event of a resignation and/or byelection, Council shall elect the Mayor and Deputy Mayor.

4.0 Meetings of Council

4.1 The Organizational meeting of Council shall be held annually, not later than the thirty-first day of August.

4.2 The ~~dates, times, and place~~dates and times of regular meetings of Council shall be established at the Organizational meeting or at a Council meeting by motion of Council at any time.

4.24.3 Meetings will be held in the Ghost Lake Village Community Hall or other location as determined by the CAO, and by electronic participation platform as required.

4.34.4 Any changes to the time, date or location of a regular scheduled meeting will be done a minimum of twenty-four (24) hours in advance of the scheduled meeting. A Special Meeting of Council will be called by the Mayor to approve the changes.

4.44.5 The CAO shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of a meeting.

4.54.6 If a quorum is not present within thirty minutes after the time fixed for regular or special meetings, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next regular or special meeting.

4.64.7 A Meeting may be conducted by means of electronic or other communication facilities if:

- a) notice is given to the public of the meeting, including the way in which it is to be conducted
- b) the facilities enable the public to watch or listen to the meeting at a place specified in the notice.
- c) the facilities enable all the meeting's participants to watch and hear each other

5.0 Conduct of Meetings

- 5.1 Every delegate to a regular Council meeting and each member of Council shall address the chair but shall not speak until recognized by the chair.
- 5.2 The Mayor or other presiding officer may, upon request of a member of Council, authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and with time limits specified by the Mayor or other presiding officers.
- 5.3 A motion does not require a seconder.
- 5.4 A motion may be withdrawn by the mover at any time before voting.
- 5.5 The following motions are not debatable:
- i) Adjournment.
 - ii) Take a Recess.
 - iii) Question of Privilege.
 - iv) Point of Order.
 - v) Limit Debate on the Matter before Council.
 - vi) Division of a Question.
 - vii) Table the Matter to Another Meeting.
- 5.6 When the Mayor or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council or Council committee, they shall apprise the member thereof immediately, before putting the question to discussion and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two thirds majority vote of the members present.
- 5.7 In all cases not provided for in the proceedings of the Council a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not, as may be the case.
- 5.8 When all items on an approved agenda have been dealt with, the Mayor or other presiding officer may adjourn the meeting without requiring a motion or vote of Council.

6.0 Delegations

- 6.1 A person or a representative of any delegation or group of persons who wishes to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council shall address a letter, an email or other communication to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written and delivered, emailed, or mailed to the office of the CAO so that it arrives by at least 4:00 in the afternoon seven calendar days immediately preceding the meeting at which it

is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council, it shall be so stated in the letter.

- 6.2 Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their letter. Where the Mayor or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter the Mayor or other presiding office may limit the length of time granted to the delegation.
- 6.3 Delegations who have not submitted a letter in accordance with this section may speak during the Residents Dialogue session immediately preceding the regular meeting.

7.0 Agenda

- 7.1 Prior to each regular meeting, the CAO shall prepare a statement of the order of business to be known as the “Agenda” of all business to be brought before the Council at the regular meeting.
- 7.2 To enable the CAO to prepare a proper agenda, all documents and notice of delegations intended to be submitted to the Council shall be submitted to the CAO seven days before the regular meeting, unless extenuating circumstances occur.
- 7.3 Additions placed on the agenda at the meeting shall be discouraged, however, an addition may be made to the agenda with a simple majority consent of Councilors present. Actions resulting from the agenda additions require unanimous consent given by those Councilors present. Exception to actions given by unanimous consent is a tabling motion or that the agenda item be received as information.
- 7.4 The CAO shall ensure Council has access to the agenda at least four (4) days prior to the meeting date.

8.0 Resident Dialogue

- 8.1 Council shall provide a maximum of twenty (20) minutes at the forefront of each regular council meeting, prior to calling the meeting to order, for informal resident dialogue.
- 8.2 Each resident present will be allowed a maximum of ten (10) minutes to speak to Council, but the total time allocated for resident dialogue shall not exceed twenty (20) minutes in total time unless unanimously agreed to by all council members present

8.3 No proceedings of Resident Dialogue shall be recorded in the minutes of the meeting.

9.0 Council Committees and Boards

9.1 Committees may be established by Council from time to time as are necessary or advisable for the orderly and efficient handling of the affairs of the Summer Village of Ghost Lake and shall establish the Terms of Reference for said Committees as set out in Schedule B attached to and forming part of this Bylaw.

9.2 The Terms of Reference for Committees may be amended by resolution of Council from time to time, as required.

9.3 When establishing a Committee, Council must adopt a Terms of Reference for the Committee that:

- a) names it;
- b) establishes membership, purpose and authority;
- c) sets the terms or directs that the committee exists on an on-going basis;
and
- d) allocates any necessary budget or other resources.

9.4 Council may appoint by resolution Members, employees or public-at-large to Committees in accordance with the approved Terms of Reference and any applicable statute or bylaw.

9.5 The Committee member selection process will be as follows:

- a) Member of Council
 - i. To be appointed by Council to a Committee at the annual Organizational meeting
- b) Public-at-Large
 - i. All public-at-large vacancies on Committees shall be advertised to request formal submission of applications on the Municipal Website
 - ii. Public-at-large member selection will be made by Council from those applicants responding to the advertised need.
 - iii. To be considered, applicants must be a property owner, the spouse of a property owner or a permanent resident in the Summer Village of Ghost Lake.

9.6 The Mayor shall be an ex-officio member of all Committees unless prohibited by statute or bylaw and as such has the same rights and privileges as other Committee members.

- 9.7 At its first meeting each year, a Committee shall elect a Chairperson for a one (1) year term to preside over Committee meetings.
- 9.8 A Committee shall conduct its meetings in public in accordance with the provisions of the MGA.
- 9.9 Meetings will be scheduled at the call of the Chairperson, with times and locations posted on the Municipal Website.
- 9.10 Minutes will be taken recording Committee members present, all proceedings and decisions made by the Committee, signed by the Committee Chairperson and posted on the Municipal Website.
- 9.11 All Committee members shall have an equal vote on any decision before the Committee.
- 9.12 Committees shall report to Council as required.

10.0 Public Notification

- 10.1 Public notice of regular meetings shall be posted at least seven (7) days in advance of the meeting on the Municipal Website indicating time, date, and location of the meeting.
- 10.2 Special meetings shall be posted at least twenty-four (24) hours in advance of the meeting, indicating time, date, location, and purpose of the meeting on the Municipal Website.
- 10.3 In the event a special meeting is called with less than twenty-four (24) hours notice and a waiver of notice is signed pursuant to the Act, there is no requirement to post notification on the Municipal Website.
- 10.4 Each notice postponing a meeting shall state the reason and be posted on the Municipal Website. When available, the time and day and place the postponed regular or special meeting will be held shall be posted on the Municipal Website.
- 10.5 Meeting agenda will be posted on the Municipal Website within one (1) day following the distribution of the agenda to the Councilors for council meetings and to the committee members for committee meetings.

11.0 Public Circulation of Minutes

- 11.1 A copy of Council and Committee meeting minutes shall be posted on the Municipal Website within fourteen (14) days of the adjournment of the meeting.
- 11.2 In the event, the minutes have not been adopted within the fourteen (14) day period, they shall be clearly marked as “Unadopted Draft”.
- 11.3 When all Council minutes for a calendar year have been adopted, an archive copy of all signed minutes for the year shall be prepared and posted on the Municipal Website and the unadopted draft minutes removed from the Municipal Website.

12.0 Public Hearing Procedures

- 12.1 Notwithstanding any other section of this bylaw, Sections 12.2 through 13.6 apply to public hearings.
- 12.2 Public Hearings are a statutory requirement in accordance with Section 230 of the MGA whereby when this or another enactment requires Council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,
 - a) before second reading of the bylaw, or
 - b) before council votes on the resolution.
- 12.3 If a public hearing is held on a proposed bylaw or resolution, Council must conduct the public hearing during a regular or special council meeting.
- 12.4 The Summer Village will give notice of a Public Hearing by:
 - a) posting the notice on the Municipal Website,
 - b) placing an advertisement in a newspaper published at least once a week for 2 consecutive weeks, having general circulation in the area prior to the public hearing date, and
 - c) mail or deliver a notice to every residence in the area to which the proposed bylaw, resolution or other thing relates

12.5 Public Hearing Meetings will be held in the Ghost Lake Village Community Hall or other location as determined by the CAO, and by electronic participation platform as required.

12.512.6 Detailed procedures for Public Hearings are available in Schedule A, attached.

~~12.6~~12.7 Any person, group, or representative of a person or group who is providing a verbal presentation at a public hearing shall be physically present.

~~12.7~~12.8 The presiding officer shall ensure all members of the public present at a public hearing feel safe to participate by requiring those present to:

- a) Speak respectfully,
- b) Refrain from using any offensive or disrespectful language,
- c) Directly address the item without repetition or reference to matters irrelevant to the public hearing
- d) Maintain order and quiet,
- e) Refrain from interrupting any speech or action of members of council or any other member of the public that is addressing council, and
- f) Refrain from displaying placards or signs supporting a particular outcome of the topic under discussion

~~12.8~~12.9 After considering the representations made to it about a proposed bylaw or resolution at a public hearing and after considering any other matter it considers appropriate, the Council may:

- a) pass the bylaw or resolution,
- b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
- c) defeat the bylaw or resolution.

13.0 Public Hearing Records

13.1 Following the adjournment of a public hearing the CAO shall prepare:

- a) A record of public submissions, and
- b) Minutes of the public hearing.

13.2 The record of public submissions shall include:

- a) Written submissions received from administration, the applicant, and members of the public, and
- b) An electronic copy of the video recording of the meeting if one was made.

13.3 A member of the public wishing to have a written submission included in the record of public submissions shall ensure one copy of the submission

is received by the CAO between the time Council sets a date for a public hearing and the close of the public hearing.

- 13.4 Where a person provides more than one identical or largely identical written submission, only one will be included in the record of public submissions.
- 13.5 The minutes of a public hearing shall record:
- a) The names of administration and the applicant, or representatives of the applicant, who presented at the hearing; and
 - b) The names of the members of the public who provided written and/or verbal submissions along with a general indication of support or opposition, but not a summary of the presentations and/or a copy of any written materials provided.
- 13.6 The minutes of a public hearing will be reviewed and adopted by Council resolution at the next regular or special Council meeting following a public hearing.

14.0 Electronic Meetings

- 14.1 Meetings may be conducted using the electronic participation platform if any Members are attending remotely as set out in this Bylaw, if they are public hearings under Part 17 of the MGA, or where otherwise required by law. Meetings may be conducted using the electronic participation platform as determined by the CAO
- 14.2 If a meeting is being conducted using the electronic participation platform:
- 14.2.1 notice must be given to the public on the Municipal website of the meeting, including the way in which it is to be conducted;
 - 14.2.2 the public must be able to participate, watch, and listen to the meeting at the place or by the means specified in that notice; and
 - 14.2.3 all the meetings' participants must be able to hear each other.
- 14.3 Members may participate in Council and committee meetings using electronic participation platform if:
- 14.3.1 the Member is in a location outside of the Summer Village of Ghost Lake for any reason; or
 - 14.3.2 the Member is located in the Summer Village of Ghost Lake but is unable to attend a meeting for medical reasons of the Member or for the care of a family member or a person in that Member's household; or
 - 14.3.3 there are other exceptional circumstances and Council has approved electronic participation
- 14.4 A Member intending to attend a meeting using the electronic participation platform shall notify the CAO in advance of the start of the meeting

14.5 When the Mayor attends a meeting using the electronic participation platform, the role and duties of chair may be reassigned to the Deputy Mayor

15.0 General Matters

~~14.1 Bylaw Number 130-16, Bylaw Number 135-17 and Bylaw Number 140-19 and any amendments thereto are hereby rescinded in their entirety.~~

14.1 Bylaw Number 2022-01 and any amendments thereto are hereby rescinded in their entirety.

14.2 This Bylaw shall come into full force upon final reading thereof.

READ a first, second and third time this ~~9th day of May 2022~~ 10th day of May 2025

Mayor

Chief Administrative Officer

BYLAW NO. 2022-01
SCHEDULE A
PUBLIC HEARING PROCEDURES

CALL HEARING TO ORDER

1. Chair / Vice Chair to call the public hearing to order.
2. Chair may introduce all Members of Council and Administrative Staff.

EXPLAIN PURPOSE OF HEARING AND PROCEDURES

3. Chair to advise those present that:
 - a. The Council is here to listen to the information presented, and to make a decision on the matter that is the subject of the hearing.
 - b. This is a formal hearing and is not a debate. Everyone wishing to speak will be given an opportunity to speak once to the matter.
 - c. The Chair shall call upon those individuals who added their name to the Speakers List in the order recorded. An individual who does not identify themselves on the Speakers List will not be given the opportunity to speak.
 - d. Presenters are to stay within a five (5) minute time limit on the presentation and are encouraged when speaking to keep the presentation to the point, and refrain from restating points raised by previous speakers if possible.
 - e. Each presenter must first state their name, address, and their interest in this matter, including whether in support or non-support.

HEARING TO COMMENCE

4. The Hearing is to commence as follows:
 - a. Chair to call on designated staff member to introduce the subject (or bylaw) of the hearing.
 - b. Chair to call on the Chief Administrative Officer (or designate) to read any relevant correspondence received.
 - c. Chair and Members of Council may ask for clarification relating to the subject (or bylaw).

PRESENTATIONS

5. Chair to call on applicant(s) to speak to the application, if applicable.
6. Chair to call on any individual(s) who recorded their names on the Speakers List to speak in in the order they were recorded.
7. Chair and members of Council may call on technical and administrative staff to provide information/clarification for Council.

8. The Chief Administrative Officer will read aloud the names of anyone who supplied written comments.

FINAL COMMENTS

9. Chair may invite administration an opportunity to provide closing comments

CLOSE OF HEARING

10. Chair announces that this concludes the public hearing.

COUNCIL DECISION

11. Following the conclusion of the public hearing, Council will discuss comments made by the public and render a decision on the subject (or bylaw). No further public comment can be received.

BYLAW NO. 2022-01
SCHEDULE B
Committee Terms of Reference

FIRESMART & PUBLIC WORKS COMMITTEE
TERMS OF REFERENCE

PURPOSE	To act as an advisory body to Council and Administration regarding matters of FireSmart, public works and community safety.
MEMBERSHIP	<ul style="list-style-type: none">• One (1) Council Member• Two (2) Public-At-Large representatives• One (1) Industry Liaison
AUTHORITY	<p>The Committee will:</p> <ul style="list-style-type: none">• Review, discuss and plan FireSmart activities for the community.• Assist with the development and implementation of FireSmart public education and awareness initiatives.• Promote community involvement in the FireSmart program.• Support and coordinate annual stewardship programs.• Direct and lead the development of the Wildfire Preparedness Guide• Research and assist in grant applications.• Review and discuss issues pertaining to safety of the community• Review and provide input into planning of the community as it relates to FireSmart, community safety and public works.• Identify trails within the community requiring maintenance• Monitor and ensure the Community Services Building maintenance is completed.• Advise and make recommendations to Council and Administration in relation to FireSmart, public works and safety.• Provide input into budget as it relates to the work of the committee.• Comply with the Summer Village of Ghost Lake Procedural Bylaw and the Municipal Government Act.
TERM	On-going
FUNDING	As authorized by Council during the annual budget cycle
APPROVAL DATE	May 9, 2022

RECREATION COMMITTEE
TERMS OF REFERENCE

PURPOSE	To assist Council with policies and operations relating to the summer village recreation program and facilities.
MEMBERSHIP	<ul style="list-style-type: none">• One (1) Council Member• Four (4) residents
AUTHORITY	<p>The Committee will:</p> <ul style="list-style-type: none">• The Committee may make recommendations to the Council of the Summer Village of Ghost Lake, for their approval, on matters related to recreation services and facilities in the Summer Village.• The Committee shall be concerned with all matters pertaining to recreation facilities owned or controlled by the Village and with matters pertaining to a broad range of recreation services that will provide opportunity for people of all ages to use their leisure in a wholesome and satisfying manner.• The Committee shall make recommendations to the Council for the approval of and passing of such rules and regulations as it may deem necessary from time to time.• In the interest of a well balanced coordinated recreation program, the Committee shall cooperate with and encourage all organizations within its jurisdiction which are supporting, promoting and working for recreation in its broadest application.• The committee shall hear and consider representations by an individual, organization or delegation of citizens with respect to recreation and act on such recommendations arising there from as the Committee shall deem to be in the general interests of all citizens.
TERM	On-going
FUNDING	As authorized by Council during the annual budget cycle
APPROVAL DATE	May 9, 2022

REQUEST FOR DECISION

TITLE:	Procedural Bylaw
DATE:	May 7, 2025
ATTACHMENTS:	1. Bylaw 2025-03 Redlined

SUMMARY:

Administration is proposing bylaw #2025-03 “Procedural Bylaw” which outlines the procedure and conduct of Council, and committees established by Council, and regulates the conduct of Councillors and members of committees established by Council. The new bylaw repeals the existing bylaw #2022-01 “Procedural Bylaw” and includes provisions for electronic meetings and electronic participation platforms for Council meetings and public hearings.

RECOMMENDATION:

That Council give first, second and third readings to Bylaw #2025-03.

DISCUSSION:

Bill 20, the Municipal Affairs Statutes Amendment Act, 2024 proposed various changes to the Municipal Government Act and the Local Authorities Election Act. One of the requirements in Bill 20 was that municipalities must have a bylaw in place to provide for public hearings and planning and development matters to be conducted by electronic means. It also mentioned that Council and committee meetings may be held electronically, if established in a Bylaw.

The proposed Procedural Bylaw aims to ensure alignment with this requirement and allow for flexibility for members through the changes.

MOTIONS:

1. That Bylaw #2025-03 “Procedural”, be given first reading.
2. That Bylaw #2025-03 “Procedural”, be given second reading.
3. That Bylaw #2025-03 “Procedural”, be introduced for third reading.
4. That Bylaw #2025-03 “Procedural”, be given third reading.

Prepared by:
Hassan Saeed
Planning & Development
Technologist

Reviewed & approved by:
Mustafa Hashimi
Chief Administrative Officer

BRIEFING NOTE

TITLE:	Community Playground Project
DATE:	May 7, 2025
ATTACHMENTS:	N/A

SUMMARY:

The community playground equipment was delivered on May 5th, and installation is currently ongoing. As per previous discussions, administration has expressed interest in donating existing playground equipment to a charity organization. Due to the additional labour and time that this may add to the removal, administration will be coordinating with Playquest and Audrey Janis to ensure that the project moves forward smoothly.

DIRECTION:

No direction is needed from Council at this time. This briefing is to provide an update on the project.

Prepared by:
Hassan Saeed
Planning & Development
Technologist

Reviewed & approved by:
Mustafa Hashimi
Chief Administrative Officer



AM MacKay Diversified LTD.
 Box 250
 Cochrane, Alberta
 T4C 1A5

Invoice

Date	Invoice #
5/4/2025	2274

Invoice To
Summer Village of Ghost Lake Box 1806 Cochrane, Alberta

P.O. No.	Terms	Project
Balance Owed	Due on receipt	Fire Tank

Item	Description	Qty	Rate	Amount
Equipment	Final payment for the supply and installation of the Fire Water Tank as proposed. GST On Sales	1	54,755.14 5.00%	54755.14 2,737.76

		Subtotal	\$54,755.14
Phone #	E-mail	Sales Tax Total	\$2,737.76
403.540.5593	mackenzie@ammackay.ca	Balance Due	\$57,492.90

GST/HST No. 140376492

BRIEFING NOTE

TITLE:	Village Firewater Tank
DATE:	May 7, 2025
ATTACHMENTS:	1. Final Invoice

SUMMARY:

The installation of the village firewater tank, undertaken by AM MacKay Diversified Ltd., has now been completed. The contractors also provided cleanup of the village compost area at no additional cost.

Administration is in talks with the Public Works committee to develop a landscaping plan for the project area and install riprap to protect the water tank.

DIRECTION:

No direction is needed from Council at this time.

FINANCIAL IMPACT:

Council had previously allocated a budget of \$120,000 for the firewater tank project. The final cost for the installation of the firewater tank was \$114,987.

Prepared by:
Hassan Saeed
Planning & Development
Technologist

Reviewed & approved by:
Mustafa Hashimi
Chief Administrative Officer



SUMMER VILLAGE OF GHOST LAKE
REGULAR COUNCIL MEETING

AGENDA

May 10, 2025 | 12:00 p.m.
Ghost Lake Community Hall

ITEM DESCRIPTION

1.0 CALL TO ORDER

1.1 Land Acknowledgement

"We are very grateful to be located within the Treaty 7 territory, traditional lands and home of the Bearspaw, Chiniki and Good Stoney Nation, the Kainai, Piikani, Siksika Nations, the Tsuut'ina Nation, and Region 3 Métis People. We are honoured to live, work and play in their territory and commit to the work of reconciliation. "

2.0 APPROVAL OF AGENDA

2.1 Agenda for the May 10th, 2025 Regular Meeting of Council

3.0 APPROVAL OF MINUTES

3.1 Minutes for the March 23rd, 2025 Regular Meeting of Council

4.0 OLD BUSINESS

4.1 Firewater Tank Update

4.2 Community Playground Update

4.3 Annexation Update

5.0 FINANCIAL

5.1 Cheque Register March 1 – May 6, 2025

5.2 May 2025 Financial Report

5.3 2024 Audited Financial Statements

5.4 2025 Tax Rate – Bylaw 2025-04

6.0 NEW BUSINESS

6.1 Subdivision and Development Appeal Board Bylaw

- *Repeal Existing Bylaws*
 - Subdivision and Development Appeal Board – Bylaw 2022-03
 - Subdivision and Development Appeal Board – Bylaw 2024-02
- *New Proposed Bylaw*
 - Subdivision and Development Appeal Board – Bylaw 2025-02

6.2 Procedural Bylaw

- *Repeal Existing Bylaw*
 - Procedural Bylaw – Bylaw 2022-01
- *New Proposed Bylaw*
 - Procedural Bylaw – Bylaw 2025-03

7.0 CORRESPONDENCE

8.0 BOARDS & COMMITTEES

8.1 Emergency Services Community

8.2 FireSmart Program

8.3 Public Works

8.4 Dock Committee

8.5 Community Association

8.6 Natural Environment and Lake Stewardship

- Disc Golf Course Management
- Compost/ Yard Waste Area Management

8.7 Marigold Library

9.0 ADJOURNMENT

BRIEFING NOTE

TITLE:	Community Playground Project
DATE:	May 7, 2025
ATTACHMENTS:	N/A

SUMMARY:

The community playground equipment was delivered on May 5th, and installation is currently ongoing. As per previous discussions, administration has expressed interest in donating existing playground equipment to a charity organization. Due to the additional labour and time that this may add to the removal, administration will be coordinating with Playquest and Audrey Janis to ensure that the project moves forward smoothly.

DIRECTION:

No direction is needed from Council at this time. This briefing is to provide an update on the project.

Prepared by:
Hassan Saeed
Planning & Development
Technologist

Reviewed & approved by:
Mustafa Hashimi
Chief Administrative Officer

BRIEFING NOTE

TITLE:	Village Firewater Tank
DATE:	May 7, 2025
ATTACHMENTS:	1. Final Invoice

SUMMARY:

The installation of the village firewater tank, undertaken by AM MacKay Diversified Ltd., has now been completed. The contractors also provided cleanup of the village compost area at no additional cost.

Administration is in talks with the Public Works committee to develop a landscaping plan for the project area and install riprap to protect the water tank.

DIRECTION:

No direction is needed from Council at this time.

FINANCIAL IMPACT:

Council had previously allocated a budget of \$120,000 for the firewater tank project. The final cost for the installation of the firewater tank was \$114,987.

Prepared by:
Hassan Saeed
Planning & Development
Technologist

Reviewed & approved by:
Mustafa Hashimi
Chief Administrative Officer



AM MacKay Diversified LTD.
 Box 250
 Cochrane, Alberta
 T4C 1A5

Invoice

Date	Invoice #
5/4/2025	2274

Invoice To
Summer Village of Ghost Lake Box 1806 Cochrane, Alberta

P.O. No.	Terms	Project
Balance Owed	Due on receipt	Fire Tank

Item	Description	Qty	Rate	Amount
Equipment	Final payment for the supply and installation of the Fire Water Tank as proposed. GST On Sales	1	54,755.14 5.00%	54755.14 2,737.76

		Subtotal	\$54,755.14
Phone #	E-mail	Sales Tax Total	\$2,737.76
403.540.5593	mackenzie@ammackay.ca	Balance Due	\$57,492.90

GST/HST No. 140376492

REQUEST FOR DECISION

TITLE:	Cheque Register March 1 – May 6, 2025
DATE:	May 10, 2025
PRESENTED BY:	Suzanne Gaida, Finance Manager
ATTACHMENTS:	Cheque Register March 1 – May 6, 2025

SUMMARY:

The cheque register, outlining payments of direct withdrawals and cheques 2266 – 2286 for March 1 thru May 6, 2025 in the amount of \$146,729.68 is attached. This is provided for Council information and Administration can provide specifics on any payments outlined in the attached report for Council.

RECOMMENDATION:

That Council accept the cheque register for March 1 – May 6, 2025 as information.

DISCUSSION:

Included in this cheques register, along with the regular monthly operating expenses, are the first quarter payments for the School Requisitions, WCB Payment, Annual Insurance, a reimbursement to FRIAA for a double payment received, annexation expenses for preparation and filing of the application, Police requisition, Alberta Municipalities annual membership, FRIAA grant application expenses and the final payment for the installation of the Water Tank, There are two 2024 expenses showing in this register – 911 services and the Audit expense. Both have been accounted for in the 2024 year end.

MOTION:

That Council accept the cheque register for March 1 – May 6, 2025 as information.

May 6, 2025

Prepared by:
Suzanne Gaida
Finance Manager

Reviewed & approved by:
Mustafa Hashimi
Chief Administrative Officer

**Summer Village of Ghost Lake
Cheque Register
As of 6 May 2025**

Num	Name	Memo	Amount
310-120 · Bank - TD Canada Trust			
Debit	ENMAX	January 2025 Building Electricity	-194.92
Debit	Cochrane Lake Gas Co-op	February 2025 Gas	-296.46
Debit	Waste Management of Canada Corporation	March 2025 Service & Contamination Fee	-1,598.35
Debit	ASFF - Provincial Treasurer	March 2025 Public School Requisition	-30,886.85
Debit	Workers Compensation Board	891869	-2,185.98
Debit	TD Canada Trust	March 5, 2025 Credit Card Bill - Deputy Mayor	-784.53
Debit	TD Canada Trust	March 5, 2025 Credit Card Bill - Mayor	-153.25
Debit	TD Canada Trust	March 5, 2025 Credit Card - CAO	-76.64
Debit	ENMAX	February 2025 Building Electricity	-196.80
Debit	Cochrane Lake Gas Co-op	March 2025 Gas	-224.00
Debit	Waste Management of Canada Corporation	April 2025 Service	-1,526.95
Debit	ENMAX	March 2025 Building Electricity	-193.27
Debit	TD Canada Trust	April 7, 2025 Credit Card - CAO	-406.14
Debit	TD Canada Trust	April 7, 2025 Credit Card Bill - Mayor	-195.79
2266	AMSC Insurance Services Ltd.	2025 Annual Insurance	-7,472.00
2267	City of Calgary	Community Signs	-325.06
2268	Forest Resource Improvement Ass. of AB	Reimbursement for Double FRIAA Grant Payment FFP-2...	-1,206.40
2269	Judy Ireland	February 2025 Community Hall Cleaning & Supplies	-165.53
2270	Karen Foudy	Community Hall Supplies - Expense Claim	-355.22
2271	MD of Bighorn	2024 911 Fees	-369.36
2272	Suzanne Gaida	February 2025 Finance Manager Contract & Expenses	-2,360.40
2273	The Government of Alberta..	Summer Village of Ghost Lake Annexation Application	-300.00
2274	Hassan Saeed	February 2025 Contract	-857.95
2275	Mustafa Hashimi	February CAO Contract & Expenses	-3,474.07
2276	Mustafa Hashimi	March 2025 CAO Contract	-2,665.40
2277	Hassan Saeed	March 2025 Contract	-857.95
2278	Government of Alberta.	Police Funding Model (PFM) Fiscal 2024-2025	-8,577.00
2279	Tiana Dohnal	Community Building Cleaning & Supplies	-187.50
2280	Suzanne Gaida	March 2025 Finance Manager Contract & Expenses	-3,030.39
2281	Calgary RCSSD No 1	Seperate School Requisition March 2025	-731.27
2282	Alberta Municipalities	2025 Membership Fees	-1,066.97
2283	Birch Consulting	Annexation Invoice	-7,389.38
2284	Scase and Partners	2024 Audit	-7,560.00
2285	AM MacKay Diversified Ltd.	Final Invoice - Water Tank Project	-57,492.90
2286	Hoddinott Forest Management Inc	Development of December 2024 FRIAA Expression of Int...	-1,365.00
Total 310-120 · Bank - TD Canada Trust			-146,729.68
TOTAL			-146,729.68

REQUEST FOR DECISION

TITLE:	May 2025 Financial Report
DATE:	May 10, 2025
PRESENTED BY:	Suzanne Gaida, Finance Manager
ATTACHMENTS:	May 2025 Financial Report

SUMMARY:

The May 2025 Financial Report shows all revenues and expenses as of May 1, 2025 and includes Operating and Capital Budgets. The intent of this report is to make it clear to Council the state of the budget in relation to true revenues and expenses.

RECOMMENDATION:

That Council accept the May 2025 Financial Report as information.

That Council change the 2025 Operating Budget to show an increase to the 2025 Planning Contract Services of \$10,000 and an increase to the Transfer from Operating Reserve of \$10,000 to cover the Annexation process costs.

DISCUSSION:

Administration will present to Council at all Council meetings a year-to-date report outlining revenues and expenditures for the Operating and Capital Budgets. This will ensure Council understands where things are at financially with the Budgets and Administration and Council will be able to identify any concerns early and not be surprised at the end of the year.

Operating Highlights

- This report shows all revenue & expenses up to May 1, 2025.
- No taxes or requisitions have been collected so a deficit is shown
- Insurance came in underbudget by \$217
- The report shows \$595 income and \$595 expense in Emergency & Protective Services Other. This is the cost of the emergency septic cleanout for a property and subsequent charge back to the account. This has been paid in full by the resident.
- Annual Marigold Fees have been paid in full and were on budget.
- Annual GIS Fees have been paid in full and the Summer Village of Waiparous has paid their portion
- Tax Penalties & Costs show penalties on outstanding Tax Accounts. All Tax Accounts from 2024 are paid in full.
- \$500 grant was received for Community Wildfire Preparedness Day
- An unbudgeted \$1,300 in Emergency & Protective Grant Expenses is shown. This was the cost to prepare the FRIAA Grant request and will be reimbursed by FRIAA.

May 2025 Financial Report

Page 2

- The Police Requisition is currently underbudget by \$1,100, but Administration is expecting another invoice in May as they have indicated they did the calculation incorrectly in April.
- Planning Services is showing as overbudget by \$1,738 as the Annexation Application was submitted this year and was not accounted for in the 2025 budget as this project has been ongoing for a few years and Administration was unsure when it would proceed. Administration is requesting Council update the 2025 budget to accurately reflect the costs and how they are being covered.

Capital Highlights

- \$112,086 has been spent on the Water Reservoir Project in 2025, total project cost to date is \$116,599. It is anticipated this project will be completed in 2025
- There are no expenses for the Playground Project in 2025. \$148,652 has been spent on the Playground Project to date. It is anticipated this project will be completed in 2025.

MOTION:

That Council accepts the May 2025 Financial Report as information.

That Council change the 2025 Operating Budget to show an increase to the 2025 Planning Contract Service of \$10,000 and an increase to the Transfer from Operating Reserve of \$10,000 to cover the Annexation process costs.

May 6, 2025

Prepared by:
Suzanne Gaida
Finance Manager

Reviewed & approved by:
Mustafa Hashimi
Chief Administrative Officer

May 2025 Financial Report

2025 Operating		
	2025 Budget	2025 YTD
Revenue		
Other		
Grants - Other	\$ 1,500	\$ -
Transfer from Operating Reserves	\$ 6,000	\$ -
Tax Penalties & Costs	\$ -	\$ 782
Other Income	\$ -	\$ -
General Administration		
Admin Fees & Sale of Goods	\$ 100	\$ 35
Provincial Grants - MSI Operating	\$ 7,172	\$ -
Emergency & Protective Services		
Emergency & Protective Services - Other	\$ -	\$ 595
Emergency & Protective Services Grants	\$ -	\$ 500
Planning		
Planning Fees	\$ 550	\$ 550
Community Services		
Community Hall Rental	\$ 2,000	\$ 780
Recreation Operating Grants - STEP	\$ -	\$ -
Total Income	\$ 17,322	\$ 3,242
Expenses		
Council		
Honorariums	\$ 1,500	\$ -
Expenses	\$ 3,700	\$ 74
Total	\$ 5,200	\$ 74
General Administration		
Professional Services	\$ 13,250	\$ 2,833
Association & Membership Fees	\$ 1,100	\$ 1,016
Bank Service Charges	\$ 100	\$ -
Administration Services	\$ 72,420	\$ 19,476
Office Expenses	\$ 7,675	\$ 3,669
Insurance	\$ 7,689	\$ 7,472
Other Grant Expenses	\$ 1,500	\$ -
Election	\$ 2,000	\$ -
Transfer to Operating Reserve	\$ 1,000	\$ -
Transfer to Capital Reserve	\$ 2,000	\$ -
Total	\$ 108,734	\$ 34,465
Emergency & Protective Services		
EOC - Supplies	\$ 500	\$ -
Grant Expenses	\$ -	\$ 1,300
Other Expenses	\$ -	\$ -
Equipment Repair & Maintenance	\$ 500	\$ 595
Supplies	\$ 500	\$ 147
Fire Services - MD	\$ 4,500	\$ -
Police Requisition	\$ 9,667	\$ 8,577
Total	\$ 15,667	\$ 10,619
Roads		
Contract Services	\$ 1,500	\$ -
Repairs & Maintenance	\$ 1,000	\$ -
Total	\$ 2,500	\$ -

2025 Operating		
	2025 Budget	2025 YTD
Waste Management		
Repair & Maintenance	\$ 500	\$ -
Contract Services	\$ 18,808	\$ 7,205
Total	\$ 19,308	\$ 7,205
Planning		
Planning Contract Services	\$ 6,700	\$ 8,438
Total	\$ 6,700	\$ 8,438
Community Services		
Contract Services	\$ 3,000	\$ 639
Supplies	\$ 1,000	\$ 426
Repairs & Maintenance	\$ 2,500	\$ 286
Utilities	\$ 9,370	\$ 2,934
Summer Student	\$ 5,000	\$ -
Waterfront Contract Maintenance	\$ 1,000	\$ -
Waterfront Permits and Fees	\$ 1,000	\$ -
Total	\$ 22,870	\$ 4,285
Cultural		
Supplies	\$ 100	\$ -
Marigold System Fees	\$ 917	\$ 917
Total	\$ 1,017	\$ 917
Total Expense	\$ 181,996	\$ 66,003
Difference	-\$ 164,674	-\$ 62,760

2025 Capital

Project	Budget	2025 YTD	Project Total
Water Reservoir	\$ 120,000	\$ 112,086	\$ 116,599
Playground	\$ 325,000	\$ -	\$ 148,652
Total	\$ 445,000	\$ 112,086	\$ 265,251

REQUEST FOR DECISION

TITLE:	2024 Audited Financial Statements
DATE:	May 10, 2025
PRESENTED BY:	Suzanne Gaida, Finance Manager
ATTACHMENTS:	2024 Audited Financial Statements & 2024 Audit Findings Report

SUMMARY:

The 2024 Audit has been completed and attached are the Audited Financial Statements for the Summer Village of Ghost Lake. The Audited Financial Statements show that the municipality is doing well financially. The year end statements show a small deficit of \$1,641 that resulted in a decrease in unrestricted cash at year end. This deficit at year end was a result of unpaid taxes of \$7,821. These taxes were paid fully in the second quarter of 2025.

RECOMMENDATION:

That Council approve the 2024 Audited Financial Statements as presented.

That Council appoint Scase & Partner Chartered Professional Accountants as the Summer Village of Ghost Lake's Auditors for the 2025, 2026 and 2027 Audit Years.

DISCUSSION:

In accordance with Alberta's Municipal Government Act (MGA) audited financial statements must be prepared and submitted to the Provincial Government each year. The 2024 audited statements have been prepared by Scase & Partner Chartered Professional Accountants and are being presented for Council approval.

The 2024 Financial Statements show the financial position of the Summer Village of Ghost Lake for the period ending December 31, 2024. It outlines assets, liabilities, reserves, deferred revenues and grants. All required disclosures have also been completed.

The year end statements show a small deficit of \$1,641 that resulted in a decrease in unrestricted cash at year end to \$105,043. This deficit at year end was a result of unpaid taxes of \$7,821. These taxes were paid fully in 2025 after the Audit was finalized. Had they been paid in 2024, the Village would show a surplus of \$6,180 on the 2024 Financial Statements. The reserve balances for the end of 2024 remain at \$296,534, this includes capital, operational and municipal reserves. In 2025, Council has built into the Operating Budget a contribution to reserves to increase reserve balances moving forward.

Scase & Partner Chartered Professional Accountants have been auditing the Summer Village of Ghost Lake for a number of years. Administration would like to enter into an agreement with Scase & Partner Chartered Professional Accountants to conduct the audit and prepare the financial statements for 2025, 2026 and 2027 audit years.

MOTION:

That Council approve the 2024 Audited Financial Statements as presented.

That Council appoint Scase & Partner Chartered Professional Accountants as the Summer Village of Ghost Lake's Auditors for the 2025, 2026 and 2027 Audit Years.

May 6, 2025

Prepared by:
Suzanne Gaida
Finance Manager

Reviewed & approved by:
Mustafa Hashimi
Chief Administrative Officer

SUMMER VILLAGE OF GHOST LAKE

CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2024

SUMMER VILLAGE OF GHOST LAKE

DECEMBER 31, 2024

CONTENTS

	<u>Page</u>
MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING	1
AUDITOR'S REPORT	2 - 4
FINANCIAL STATEMENTS	
Consolidated Statement of Financial Position	5
Consolidated Statement of Operations	6
Consolidated Statement of Changes in Net Assets (Debt)	7
Consolidated Statement of Cash Flows	8
Schedule of Changes in Accumulated Surplus	9
Schedule of Tangible Capital Assets	10
Schedule of Property and Other Taxes	11
Schedule of Government Transfers	12
Schedule of Consolidated Expenses by Object	13
Schedule of Segmented Disclosure - Revenues and Expenses	14
Notes to Financial Statements	15 - 22

SUMMER VILLAGE OF GHOST LAKE

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

The accompanying consolidated financial statements and other information contained in this Financial Report as of December 31, 2024 are the responsibility of the management of the Summer Village of Ghost Lake.

Management has prepared these consolidated financial statements. Financial statements are not precise since they include certain amounts based on estimates and judgments. Management has determined such amounts on a reasonable basis in order to ensure that the financial statements are presented fairly, in all material respects.

The consolidated financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The Summer Village of Ghost Lake maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable, and accurate and that the Summer Village of Ghost Lake's assets are properly accounted for and adequately safeguarded.

The elected Council of the Summer Village of Ghost Lake is responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the consolidated financial statements.

The Council meets regularly with management to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, and to satisfy itself that each party is properly discharging its responsibilities. The Council also approves the engagement or re-appointment of the external auditors. The Council reviews the financial reports.

The consolidated financial statements have been audited by Scase & Partner Chartered Professional Accountants, the external auditors, in accordance with Canadian generally accepted auditing standards on behalf of Council, residents and ratepayers of the Summer Village of Ghost Lake.

Scase & Partners has full and free access to Council.



Mayor

April 30, 2025

Date



SCASE & PARTNER
CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF COUNCIL SUMMER VILLAGE OF GHOST LAKE

Opinion

We have audited the consolidated financial statements of the Summer Village of Ghost Lake, which comprise the consolidated statement of financial position for the year ended December 31, 2024 and the consolidated statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Summer Village of Ghost Lake as at December 31, 2024, the results of its operations, changes in its net financial assets (debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Summer Village of Ghost Lake in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of the consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Summer Village's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Summer Village or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Summer Village's financial reporting process.

Auditor's responsibility for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Summer Village's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Summer Village's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Summer Village to cease to continue as a going concern.
- Evaluate the overall presentation, structure, and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Summer Village to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the Summer Village's audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

April 21, 2025
Calgary, Alberta



Chartered Professional Accountants

SUMMER VILLAGE OF GHOST LAKE


CONSOLIDATED STATEMENT OF FINANCIAL POSITION

AS AT DECEMBER 31, 2024

	2024	2023
FINANCIAL ASSETS		
Cash and investments (Note 2)	\$ 597,059	\$ 602,395
Receivables (Note 3)		
Taxes and grants in lieu receivable	7,821	-
Due from other governments	277,137	215,059
Trade and other receivables	63	63
	882,080	817,517
LIABILITIES		
Accounts payable and accrued liabilities (Note 5)	12,313	15,877
Deposit liabilities (Note 5)	14,350	13,750
Deferred revenue (Note 5)	448,901	387,149
	475,564	416,776
NET FINANCIAL ASSETS	406,516	400,741
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 4)	934,771	834,420
ACCUMULATED SURPLUS (Schedule 1), (Note 9)	\$ 1,341,287	\$ 1,235,161

APPROVED:

 Mayor

 Councilor

The accompanying notes form an integral part of these financial statements

SUMMER VILLAGE OF GHOST LAKE

CONSOLIDATED STATEMENT OF OPERATIONS FOR THE YEAR ENDED DECEMBER 31, 2024

	BUDGET	2024	2023
	(Unaudited)		
REVENUE			
Net municipal taxes (Schedule 3)	\$ 153,851	\$ 153,832	\$ 128,551
User fees and sales	1,863	3,037	1,220
Penalties and costs of taxes	-	1,289	144
Government transfers (Schedule 4)	14,344	25,757	100,079
Other	-	-	513
	170,058	183,915	230,507
EXPENSES			
Legislative	3,700	4,976	4,399
Administration	100,758	99,648	181,320
Fire	11,000	25,157	20,518
Bylaws enforcement	9,750	19,165	11,760
Common service	-	478	611
Roads, streets, walks, lighting	2,500	30,347	27,233
Water supply and distribution	57	57	57
Wastewater treatment and disposal	-	97	97
Waste management	18,760	16,831	16,526
Subdivision land development	22,700	12,360	2,946
Parks and recreation	20,500	24,496	30,170
Culture	1,043	960	1,196
	190,768	234,572	296,833
(SHORTFALL) OF REVENUE OVER EXPENSES			
BEFORE OTHER	(20,710)	(50,657)	(66,326)
Government transfers for capital (Schedule 4)	-	156,783	204,942
(SHORTFALL) EXCESS OF REVENUE OVER			
EXPENSES	(20,710)	106,126	138,616
ACCUMULATED SURPLUS, beginning of year	1,235,161	1,235,161	1,096,545
ACCUMULATED SURPLUS, end of year	\$ 1,214,451	\$ 1,341,287	\$ 1,235,161

The accompanying notes form an integral part of these financial statements

SUMMER VILLAGE OF GHOST LAKE

CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS (DEBT)

FOR THE YEAR ENDED DECEMBER 31, 2024

	BUDGET (Unaudited)	2024	2023
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES	\$ (20,710)	\$ 106,126	\$ 138,616
Acquisition of tangible capital assets	-	(156,784)	(195,349)
Amortization adjustment	-	2	-
Amortization of tangible capital assets	-	56,431	52,612
	-	(100,351)	(142,737)
DECREASE (INCREASE) IN NET DEBT	(20,710)	5,775	(4,121)
NET FINANCIAL ASSETS, beginning of year	400,741	400,741	404,862
NET FINANCIAL ASSETS, end of year	\$ 380,031	\$ 406,516	\$ 400,741

The accompanying notes form an integral part of these financial statements

SUMMER VILLAGE OF GHOST LAKE

CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2024

	2024	2023
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
(Shortfall) excess of revenues over expenses	\$ 106,126	\$ 138,616
Non-cash items included in excess (shortfall) of revenues over expenses:		
Amortization	56,431	52,612
(Gain) loss on disposal of tangible capital assets	-	-
Non-cash changes to operations (net change):		
Decrease (increase) in taxes and grants in place receivable	(7,821)	7,236
Decrease (increase) in due from government and other receivables	(62,078)	252,590
Increase (decrease) in accounts payable and accrued liabilities	(3,563)	(12,229)
Increase (decrease) in deposit liabilities	600	(1,400)
Increase (decrease) in deferred revenue	61,752	(143,963)
CASH PROVIDED BY OPERATING TRANSACTIONS	151,447	293,462
CAPITAL		
Purchase of tangible capital assets	(156,784)	(195,348)
CASH APPLIED TO CAPITAL TRANSACTIONS	(156,784)	(195,348)
CHANGE IN CASH AND CASH EQUIVALENTS	(5,337)	98,114
CASH AND CASH EQUIVALENTS, beginning of year	602,395	504,281
CASH AND CASH EQUIVALENTS, end of year	\$ 597,058	\$ 602,395
CASH AND CASH EQUIVALENTS IS REPRESENTED BY:		
Cash and temporary investments (Note 2)	\$ 597,059	\$ 602,395

The accompanying notes form an integral part of these financial statements

SUMMER VILLAGE OF GHOST LAKE

SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2024

SCHEDULE 1

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2024	2023
BALANCE , beginning of year	\$ 104,207	\$ 296,534	\$ 834,420	\$ 1,235,161	\$ 1,096,545
Excess (deficiency) of revenues over expenses	106,126	-	-	106,126	138,616
Current year funds used for tangible capital assets	(156,784)	-	156,784	-	-
Annual amortization expense	56,431	-	(56,431)	-	-
Change in accumulated surplus	5,773	-	100,353	106,126	138,616
BALANCE , end of year	\$ 109,980	\$ 296,534	\$ 934,773	\$ 1,341,287	\$ 1,235,161

SUMMER VILLAGE OF GHOST LAKE

SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2024

SCHEDULE 2

	LAND	LAND IMPROVEMENTS	BUILDINGS	<u>ENGINEERED STRUCTURES</u>		WASTE	MACHINERY AND	VEHICLES	2024	2023	
				ROADS AND STREETS	WATER SYSTEM	SYSTEM	EQUIPMENT				
COST:											
BALANCE, beginning of year	\$	36,970	\$ 177,801	\$ 622,796	\$ 595,781	\$ 7,148	\$ 7,284	\$ 26,748	\$ 15,479	\$ 1,490,007	\$ 1,294,659
Acquisition/(disposal) of assets		-	-	6,469	-	-	-	-	-	6,469	195,348
Construction -in-progress		-	148,652	-	-	1,663	-	-	-	150,315	-
BALANCE, end of year		36,970	326,453	629,265	595,781	8,811	7,284	26,748	15,479	1,646,791	1,490,007
ACCUMULATED AMORTIZATION:											
BALANCE, beginning of year		-	110,071	203,971	299,698	1,910	3,739	20,719	15,479	655,587	602,975
Annual amortization		-	3,573	24,793	27,182	57	97	729	-	56,431	52,612
Reverse amortization on disposals		-	-	-	-	-	-	-	-	-	-
BALANCE, end of year		-	113,643	228,764	326,880	1,967	3,836	21,448	15,479	712,017	655,587
NET BOOK VALUE OF											
TANGIBLE CAPITAL ASSETS	\$	36,970	\$ 212,810	\$ 400,501	\$ 268,901	\$ 6,844	\$ 3,448	\$ 5,300	\$ -	\$ 934,774	\$ 834,420
2023 NET BOOK VALUE OF											
TANGIBLE CAPITAL ASSETS	\$	36,970	\$ 67,730	\$ 418,825	\$ 296,082	\$ 5,238	\$ 3,545	\$ 6,029	\$ -	\$ 834,420	

SUMMER VILLAGE OF GHOST LAKE

SCHEDULE OF PROPERTY AND OTHER TAXES

FOR THE YEAR ENDED DECEMBER 31, 2024

SCHEDULE 3

	BUDGET (Unaudited)	2024	2023
TAXATION			
Real property taxes	\$ 279,865	\$ 279,846	\$ 251,766
Linear property taxes	453	458	440
Designated industrial	5	-	-
	280,323	280,304	252,206
REQUISITIONS			
Alberta School Foundation Fund	123,547	123,547	120,645
Calgary RCSSD #1 School Board	2,925	2,925	3,010
	126,472	126,472	123,655
NET MUNICIPAL TAXES	\$ 153,851	\$ 153,832	\$ 128,551

SUMMER VILLAGE OF GHOST LAKE

SCHEDULE OF GOVERNMENT TRANSFERS FOR THE YEAR ENDED DECEMBER 31, 2024

SCHEDULE 4

	BUDGET (Unaudited)	2024	2023
TRANSFERS FOR OPERATING:			
Provincial Government	\$ 7,172	\$ 25,757	\$ 100,079
	7,172	25,757	100,079
TRANSFERS FOR CAPITAL:			
Provincial Government	-	156,783	204,942
	-	156,783	204,942
TOTAL GOVERNMENT TRANSFERS	\$ 7,172	182,540	\$ 305,021

SUMMER VILLAGE OF GHOST LAKE

SCHEDULE OF CONSOLIDATED EXPENSES BY OBJECT FOR THE YEAR ENDED DECEMBER 31, 2024

SCHEDULE 5

	BUDGET (Unaudited)	2024	2023
CONSOLIDATED EXPENDITURES BY OBJECT			
Salaries, wages and benefits	\$ 15,675	\$ 14,641	\$ 69,408
Contracted and general services	147,611	143,132	154,841
Materials, goods and utilities	27,500	20,293	19,889
Bank charges and short-term interest	100	75	83
Amortization of tangible capital assets	-	56,431	52,612
	\$ 190,886	\$ 234,572	\$ 296,833

SUMMER VILLAGE OF GHOST LAKE

SCHEDULE OF SEGMENTED DISCLOSURE - REVENUES AND EXPENSES FOR THE YEAR ENDED DECEMBER 31, 2024

SCHEDULE 6

	General Government	Protective Services	Transportation Services	Planning and Development	Recreation and Culture	Environmental Services	Other	Total
REVENUE								
Net municipal taxes	\$ 153,832	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 153,832
Government transfers	25,757	-	-	-	155,121	1,662	-	182,540
User fees and sales of goods	1,837	-	-	-	-	-	-	1,837
Investment income	-	-	-	-	-	-	-	-
Contributed assets	-	-	-	-	-	-	-	-
Other revenues	1,289	-	-	-	1,200	-	-	2,489
	182,715	-	-	-	156,321	1,662	-	340,698
EXPENSES								
Contract and general services	92,400	19,165	-	12,360	990	18,217	-	143,132
Salaries and wages	10,750	-	-	-	3,892	-	-	14,642
Goods and supplies	-	8,052	3,165	-	9,075	-	-	20,292
Transfers to local boards	-	-	-	-	-	-	-	-
Other expenses	76	-	-	-	-	-	-	76
	103,226	27,217	3,165	12,360	13,957	18,217	-	178,142
NET REVENUE BEFORE AMORTIZATION								
Amortization Expense	79,489	(27,217)	(3,165)	(12,360)	142,364	(16,555)	-	162,556
Amortization Expense	13	17,104	27,660	-	11,499	154	-	56,430
NET REVENUE	\$ 79,476	\$ (44,321)	\$ (30,825)	\$ (12,360)	\$ 130,865	\$ (16,709)	\$ -	\$ 106,126

SUMMER VILLAGE OF GHOST LAKE

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Summer Village of Ghost Lake are the representations of management prepared in accordance with Canadian public sector accounting standards for local governments established by the Public Sector Accounting Board of the Canada. Significant aspects of the accounting policies adopted by the Village are as follows:

(a) Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, changes in fund balances and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the summer village and are therefore, accountable to the summer village council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education, health, social and other external organization that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties.

(b) Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions, and other amounts are received from third parties pursuant to legislation, regulation, or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Government transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

SUMMER VILLAGE OF GHOST LAKE

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(d) Investments

Investments are recorded at cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

(e) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the Consolidated Change in Net Financial Assets (Debt) for the year.

i. Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the assets. The cost, less residual value of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

Buildings	25-50 years
Land Improvements	15-25 years
Engineered Structures	10-45 years
Equipment	5-30 years
Vehicles	10-25 years

Assets under construction are not amortized until the assets are available for productive use.

ii. Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

iii. Leases

Leases are classified a capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses.

iv. Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

v. Cultural and Historical Tangible Capital Assets

Work of art for display are not recorded as tangible capital assets but are disclosed.

(f) Tax revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred. School requisitions operate as a flow through and are excluded from municipal revenue.

SUMMER VILLAGE OF GHOST LAKE

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(g) Reserves for Future Expenditures

Reserves are established at the discretion of council to set aside funds for future operating and capital expenditures. Transfers to and/or from reserves are reflected as an adjustment to the applicable fund.

(h) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(i) Fund Accounting

Management funds consist of the operating, capital and reserve funds. Transfers between funds are recorded as adjustments to the appropriate equity account. Capital fund debt principal and interest payments are recorded as operating fund expenditures. Proceeds from sales of land held for resale are recorded as operating fund revenue.

(j) Requisition Over-levies and Under-levies

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(k) Financial Instruments

The financial instruments consist of cash, temporary instruments, accounts receivable and accounts payable, deposit and accrued liabilities.

(l) Liability for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds the maximum acceptable concentrations under an environmental standard. This standard relates to sites that are not in productive use and sites in productive use where an unexpected event resulted in contamination. A liability for remediation of contaminated sites is recognized when all of the following criteria are met:

SUMMER VILLAGE OF GHOST LAKE

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2024

1. SIGNIFICANT ACCOUNTING POLICIES, continued

(l) Liability for Contaminated Sites, continued

- an environmental standard exists;
- contamination exceeds the environmental standard;
- the Summer Village is directly responsible or accepts responsibility;
- the Summer Village expects the future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The Summer Village has determined that all of the above criteria have not been met and as such no amounts have been accrued.

2. CASH AND TEMPORARY INVESTMENTS

Cash and temporary investments

	<u>2024</u>	<u>2023</u>
Cash	\$ <u>597,059</u>	\$ <u>602,395</u>
<u>Restricted cash</u>		
Restricted surplus	\$ 296,534	\$ 296,534
Deferred revenue	181,132	185,427
Deposits and other amounts	<u>14,350</u>	<u>13,750</u>
	492,016	495,711
<u>Unrestricted</u>	<u>105,043</u>	<u>106,684</u>
<u>Total</u>	\$ <u>597,059</u>	\$ <u>602,395</u>

The municipality maintains its cash in a bank account and there were no investments at year end in GIC's or term deposits.

SUMMER VILLAGE OF GHOST LAKE

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2024

3. RECEIVABLES

	<u>2024</u>	<u>2023</u>
<u>Property taxes</u>		
Current property taxes	\$ <u>7,821</u>	\$ <u>-</u>
<u>Due from other governments</u>		
GST	\$ 9,369	\$ 13,337
Grants	<u>267,768</u>	<u>201,722</u>
	<u>\$ 277,137</u>	<u>\$ 215,059</u>
<u>Trade and other receivables</u>	<u>\$ 63</u>	<u>\$ 63</u>

4. TANGIBLE CAPITAL ASSETS

	<u>2024</u>	<u>2023</u>
NET BOOK VALUE		
Land	\$ 36,970	\$ 36,970
Buildings	400,501	418,826
Land Improvements	212,809	67,729
Engineered Structures		
Roadway system	268,900	296,083
Storm drainage	3,448	3,545
Water distribution system	6,843	5,238
Machinery and equipment	<u>5,300</u>	<u>6,029</u>
	<u>\$ 934,771</u>	<u>\$ 834,420</u>

5. ACCOUNTS PAYABLE AND DEFERRED REVENUE

	<u>2024</u>	<u>2023</u>
Accounts payable and accruals		
Accounts payable and accrued liabilities	\$ 10,315	\$ 12,883
Tax surplus	2,000	2,994
Deferred revenue	448,901	387,149
Development Deposits	<u>14,350</u>	<u>13,750</u>
	<u>\$ 475,566</u>	<u>\$ 416,776</u>
Deferred revenue consists of:		
CCBF/FGTF	\$ 12,121	\$ 77,344
MSI Capital	216,717	298,500
Other Playground	150,000	-
LGFF - Capital	70,063	-
FRIAA	<u>-</u>	<u>11,305</u>
	<u>\$ 448,901</u>	<u>\$ 387,149</u>

SUMMER VILLAGE OF GHOST LAKE

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2024

5. ACCOUNTS PAYABLE AND DEFERRED REVENUE, continued

Municipality Sustainability Capital Funding

The deferred MSI Capital grant includes the allocations from 2021 to 2023 year. \$176,589 are receivable for 2021 to 2023 year allocations..

The Summer Village has used \$81,783 (2023- \$195,348) on capital projects and Nil (2023 -\$9,953) on repairs and renovations.

Canada Community Building Fund

The Federal Gas Tax Fund has been renamed as Canada Community Building Fund (CCBF) in 2021 by the Alberta Government. In 2024 \$9,777 (2023 - \$10,133) were allocated and received Nil (2023 - \$9,914). The unutilized balance of the fund is \$2,344 (2023 - 77,344).

6. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for elected municipal officials the chief administrative officer and designated officers as required by Alberta Regulation 313-2000 is as follows:

	2024			2023
	Salary (1)	Benefits and Allowances (2)	Total	Total
Councilor John Walsh	\$ 500	\$ -	\$ 500	\$ 500
Councilor Karen Foudy	\$ 500	\$ -	\$ 500	\$ 500
Councilor Carey Fougere	\$ 500	\$ -	\$ 500	\$ 500
Chief Administrative Officer	\$ 44,769	\$ -	\$ 44,769	\$ 46,624

- (1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria, and any other direct cash remuneration.
- (2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance. accidental disability amid dismemberment insurance, long and short term disability plans, professional memberships and tuition.
- (3) Benefits and allowance figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services. retirement services, concession loans, travel allowances, car allowances and club memberships.

SUMMER VILLAGE OF GHOST LAKE

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2024

7. DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Summer Village of Ghost Lake be disclosed as follows:

	<u>2024</u>	<u>2023</u>
Total debt limit	\$ 275,871	\$ 345,761
Total debt	-	-
Amount of debt limit (exceeded) unused	<u>\$ 275,871</u>	<u>\$ 345,761</u>
Debt servicing limit	\$ 45,979	\$ 57,627
Debt servicing	-	-
Amount of debt servicing limit (exceeded) unused	<u>\$ 45,979</u>	<u>\$ 57,627</u>

The debt limit is calculated as 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could bear financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

8. EQUITY IN TANGIBLE CAPITAL ASSETS

	<u>2024</u>	<u>2023</u>
Tangible capital assets (Schedule 2)	\$ 1,646,791	\$ 1,490,007
Accumulated amortization (Schedule 2)	<u>(712,017)</u>	<u>(655,587)</u>
Net book value	934,774	834,421
Long-term debt (Note 6)	-	-
	<u>\$ 934,774</u>	<u>\$ 834,421</u>

9. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	<u>2024</u>	<u>2023</u>
Unrestricted surplus (Schedule 1)	\$ 109,982	\$ 104,207
Restricted surplus (Schedule 1)	296,534	296,534
Equity in TCAs (Schedule 1)	<u>934,771</u>	<u>834,420</u>
	<u>\$ 1,341,287</u>	<u>\$ 1,235,161</u>

SUMMER VILLAGE OF GHOST LAKE

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2024

10. CONTINGENCIES

The Summer Village of Ghost Lake is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of membership, the Summer Village of Ghost Lake could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

11. FINANCIAL INSTRUMENTS

The Summer Village's financial instruments consist of cash and temporary investments, accounts receivable, accounts payable, deposit liabilities and accrued liabilities. It is management's opinion that the village is not exposed to significant interest or currency risk arising from these financial instruments.

Financial instruments that are measured at fair value are investments that are actively traded on an exchange. Unrealized gains and losses are measured at the reporting date in the consolidated statement of operations.

The Summer Village is subject to credit risk with respect to taxes and grants in place of taxes receivable and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the village provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimize the credit risk.

Unless otherwise noted, the reported value of these financial instruments approximate their fair value.

12. SEGMENTED DISCLOSURE

The Summer Village of Ghost Lake provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis.

The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in Note 1.

13. ROUNDING IN THE FINANCIAL STATEMENTS

Certain balances in the consolidated financial statements may vary due to formula rounding.

14. APPROVAL OF FINANCIAL STATEMENTS

Council and Management have approved these financial statements.



SCASE & PARTNER

CHARTERED PROFESSIONAL ACCOUNTANTS

April 21, 2025

Summer Village of Ghost Lake
Box 19554 RPO South Cranston
Calgary, Alberta T3M 0V4

Re: Findings Report - Audit of 2024 Financial Statements

To the Members of Council:

1. AUDIT PROCESS

As auditors, we report to the stakeholders on the results of our examination of the Summer Village's consolidated financial statements. This report summarizes our audit process and discusses issues that are of relevance to the Summer Village council.

- Our audit was carried out in accordance with Canadian generally accepted auditing standards.
- Our audit procedures included a review of all significant accounting and management reporting systems.
- Each material year-end balance, key transaction and other event considered significant to the consolidated financial statements was separately examined.
- Our audit process focused on understanding the controls utilized in management's reporting systems to the extent necessary to identify overall and specific financial reporting risks.
 - This risk assessment enabled us to concentrate our audit procedures on the areas where differences were most likely to arise.
 - Our assessment was not, nor was it intended to be sufficient to conclude on the effectiveness or efficiency of internal controls.
- During the course of our audit, we have:
 - Examined on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements.
 - Assess the accounting principles used and significant estimates made by management.

- Obtained an understanding of the Summer Village and its environment, including management's internal controls sufficient to identify and assess the risks of material misstatement of the consolidated financial statements and to design and perform audit procedures.
 - Reviewed and assessed those accounting systems deemed necessary to support our audit opinion.
 - Evaluated the overall consolidated financial statement presentation.
 - Performed subsequent events review with management.
 - Reviewed and assessed the status of contingencies and commitments.
- We have obtained written representation from management in order to confirm oral representations given to us and reduce the possibility of misunderstanding. Specifically, we have obtained written confirmation of significant representations provided on matters that are:
 - Directly related to items that are material, either individually or in the aggregate, to the consolidated financial statements.
 - Not directly related to items that are material to the consolidated financial statements, but are significant, either individual or in the aggregate, to the engagement; and,
 - Matters relevant to management judgments or estimates that are material, either individually or in the aggregate, to the consolidated financial statements.

2. SIGNIFICANT AUDIT FINDINGS

FINAL MATERIALITY

- The final materiality used to assess the significance of misstatements or omissions identified during the audit and determine the level of audit testing performed was \$7,500. \$5,625 was used as a performance materiality for testing the balances and transactions of the Summer Village.

DIFFICULTIES ENCOUNTERED

- We have satisfactorily completed our audit procedures for each of the significant account balances and transaction streams. No significant limitations were placed on the scope or timing of our audit.

IDENTIFIED OR SUSPECTED FRAUD

- No incidents of fraud, or suspected fraud, came to our attention in the course of our audit.

IDENTIFIED OR SUSPECTED NON-COMPLIANCE WITH LAWS AND REGULATIONS

- The Summer Village regularly corresponds with various regulators and authorities regarding compliance that arise in the normal course of business. The Summer Village believes that any

liabilities that might arise pertaining to such matters would not have a material effect on its consolidated financial position.

- Nothing has come to our attention that would suggest there is non-compliance with laws and regulations that would have a material effect on the consolidated financial statements.

SIGNIFICANT ACCOUNTING POLICIES

- The accounting policies used by Summer Village are appropriate and have been consistently applied.

SIGNIFICANT MANAGEMENT ESTIMATES

- The preparation of the consolidated financial statements is subject to significant accounting estimates made by management. All significant managements estimates were reviewed for the current period and no material differences were noted.
 - Provision for legal contingencies – there was no indication of matters as of the date of the audit report.
 - Depreciation of period of property and equipment – amortization uses the straight-line method over the estimated useful life of the asset. Rates provided are consistent with those established by municipal affairs and reflect the expected life of the assets.
 - Management and administration is required to prepare budgets for the fiscal year. The budgets are based on estimates of revenues necessary to cover expenditures for the upcoming year and provision for addition to reserves established to support and fund future events. The estimates used in the budget reflected the expected and actual results for the year ended 2024.

MODIFICATIONS TO THE INDEPENDENT AUDITORS' REPORT

- Our independent auditors' report will provide an unqualified opinion to the stakeholders.

INDEPENDENCE

- We confirm to the council that we are independent of the Summer Village of Ghost Lake.

3. AREAS OF AUDIT EMPHASIS

- Analysis of reserves, deferred revenues, deposits and working capital.
- We have attached a summary calculation of the analysis used to evaluate the support for the restricted balances. In general, restricted balances are those amounts that are not available to administration for the funding of daily operations. Our analysis examines the position as of December 31, 2024, and not at any other time during the year.
- Variance reporting
 - From our examination of the expenditures, we look for an account or a group of common accounts where the variance is greater than 10% or \$10,000. From this approach we

found specific accounts that did exceed than variance, however in the common group they were under the variance tolerance.

- Some of the variances in specific accounts might be due to the use of different accounts over comparative years.
- There is a benchmark calculation prepared referred to as the “Debit Limit” for the Summer Village. This benchmark does a general calculation of what additional debt the Summer Village could enter into and also a calculation of what annual payments, principal and interest combined the Summer Village could afford. The Summer Village is well within the limits of this formula calculation.
- We reviewed other matters during the audit with finance and those items that were clarified were noted only in the file.

RECOMMENDATION

- We recommend to put authorization and paid stamp on the expense invoices as an internal control and to avoid any payment twice in error.

Yours truly,



Chartered Professional Accountants

Summer Village of Ghost Lake

Bylaw 2025-04

Being a Bylaw of the Summer Village of Ghost Lake to authorize the rates of taxation to be levied against assessable property within the Summer Village of Ghost Lake for the 2025 taxation year.

WHEREAS the Summer Village of Ghost Lake has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the Council meeting held on November 17, 2024; and

WHEREAS the estimated municipal expenditures and transfers set out in the annual budget for the Summer Village of Ghost Lake for 2025 total \$181,996; and

WHEREAS the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$17,322 and the balance of \$164,674 is to be raised by general municipal taxation; and

WHEREAS the required requisitions are:

Alberta School Foundation Fund (ASFF)

Residential & Farmland	\$122,431
Non-Residential	\$282

Calgary RCSSD

Residential & Farmland	\$33,846
------------------------	----------

Designated Industrial Property	\$5.23
---------------------------------------	--------

WHEREAS the Council of the Summer Village of Ghost Lake is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions and;

WHEREAS the assessed value of all taxable properties in the Summer Village of Ghost Lake as shown on the assessment roll is:

Residential & Farmland	\$60,332,080
Non-Residential	\$74,640
Total	\$60,406,720

NOW THEREFORE under the authority of the Municipal Government Act, the Council of the Summer Village of Ghost Lake, in the Province of Alberta hereby enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Summer Village of Ghost Lake

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
General Municipal	\$164,674	\$60,332,080	0.0027295
Designated Industrial	\$5.23	\$74,640	0.0000701
Education Property Tax Requisition			
ASFF*			
Residential	\$122,465	\$47,265,518	0.002591
Non-residential	\$282	\$74,640	0.003778
Calgary RCSSD*			
Residential	\$33,855	\$13,066,562	0.002591

*these values have been adjusted for previous years over and under levies as per section 359(3) MGA

Total Residential Tax Rate	0.0053205
Total Non-residential Tax Rate	0.0065776

2. That this Bylaw shall come into force upon final reading thereof.

READ a first, second and third time this 10th day of May 2025.

Mayor

Chief Administrative Officer

REQUEST FOR DECISION

TITLE:	2025 Tax Rate – Bylaw 2025-04
DATE:	May 10, 2025
PRESENTED BY:	Suzanne Gaida, Finance Manager
ATTACHMENTS:	Bylaw 2025-04

SUMMARY:

Every year in May, Council is required to approve a Tax Rate Bylaw in order for Administration to be able to collect property taxes and school requisitions from residents. The amount of taxes collected will reflect the funds required by the approved budget and the Provincial School Requisitions.

RECOMMENDATION:

That Council give all three readings to Bylaw 2025-04.

DISCUSSION:

The 2025 Budget requires \$164,674 to be collected in taxes to fund Municipal Operations, the Designated Industrial Property requisition required to be collected is \$5.23 and the Provincial School requisition to be paid is \$156,559. A small over/under in school requisitions of \$43 has been applied to the 2025 requisition resulting in a required requisition of \$156,602 in 2025. Total that needs to be collected from property owners for 2025 is \$381,281.

The total taxable residential assessment value is \$60,332,080 this is an increase of \$4,830,800 over last year.

Understanding that each homeowner will experience different rates of increase based on the change of market value of their home, the easiest comparison is to use the average assessment.

The average assessment in 2024 was \$544,842 and the average assessment in 2025 is \$591,491. The following shows the difference year over year on taxes for the average assessment:

	Average Assessment	SVGL Portion	School Requisition	Total Bill
2024	\$544,842	\$1,506	\$1,237	\$2,743
2025	\$591,491	\$1,614	\$1,533	\$3,147
Difference	\$46,649	\$108	\$296	\$404
Percentage	8.6% increase	7.2% increase	24% increase	14.7% increase

2025 Tax Rate – Bylaw 2025-04

Page 2

While the average assessment year over year increased by 8.6%, the average tax bill increase of \$404 is a 14.7% increase. The average school requisition is increasing by 24% and the 2025 Municipal Tax Rate has decreased by 1.3% from the 2024 Rate.

Administration is presenting a Bylaw for Council consideration based on the approved 2025 Operation Budget and 2025 Provincial School Requisitions.

Administration will discuss with Council messaging to include in the Tax Bill to help residents understand the most significant increase on their tax bill is the Provincial School Requisition that is determined by the Province. The Village collects the funds through the municipal tax bill and sends it to the Province to fund Education.

MOTION:

That Council give First Reading to Bylaw 2025-04.

That Council give Second Reading to Bylaw 2025-04.

That Council gives unanimous consent to giving third and final reading to Bylaw 2025-04.

That Council give Third Reading to Bylaw 2025-04.

May 6, 2025

Prepared by:
Suzanne Gaida
Finance Manager

Reviewed & approved by:
Mustafa Hashimi
Chief Administrative Officer

REQUEST FOR DECISION

TITLE:	Subdivision and Development Appeal Board Bylaw
DATE:	May 7, 2025
ATTACHMENTS:	1. Bylaw 2025-02 Redlined

SUMMARY:

In November 2024, Council adopted bylaw #2024-02 “Subdivision and Development Appeal Board Bylaw” which included provisions for the Intermunicipal Subdivision and Development Appeal Board that the Summer Village of Ghost Lake is now a member of.

However, it was noted that the previously existing bylaw #2022-03 “Subdivision and Development Appeal Board Bylaw” was not repealed. The new proposed bylaw, bylaw #2025-02 aims to amalgamate the two bylaws into one to ensure consistency.

RECOMMENDATION:

That Council give first, second and third readings to Bylaw #2025-02.

DISCUSSION:

The proposed bylaw #2025-02 “Subdivision and Development Appeal Board” bylaw outlines the procedure, conduct, functions and duties of the Intermunicipal Subdivision and Development Appeal Board.

MOTIONS:

1. That Bylaw #2025-02 “Subdivision and Development Appeal Board”, be given first reading.
2. That Bylaw #2025-02 “Subdivision and Development Appeal Board”, be given second reading.
3. That Bylaw #2025-02 “Subdivision and Development Appeal Board”, be introduced for third reading.
4. That Bylaw #2025-02 “Subdivision and Development Appeal Board”, be given third reading.

Prepared by:
Hassan Saeed
Planning & Development
Technologist

Reviewed & approved by:
Mustafa Hashimi
Chief Administrative Officer

SUMMER VILLAGE OF GHOST LAKE
BYLAW 2025-02

BEING A BYLAW OF THE SUMMER VILLAGE OF GHOST LAKE IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING A SUBDIVISION AND DEVELOPMENT APPEAL BOARD

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26 requires the establishment of a Subdivision and Development Appeal Board for the Summer Village of Ghost Lake;

AND WHEREAS Municipal Government Act, R.S.A. 2000, Chapter M-26 requires Council to provide for the procedure and conduct and the functions and duties of a Subdivision and Development Appeal Board established by Council;

NOW THEREFORE the Council of the Summer Village of Ghost Lake, in the Province of Alberta, duly assembled hereby enacts as follows:

1. TITLE

1.1. This Bylaw may be cited as the “Subdivision and Development Appeal Board Bylaw”

2. DEFINITIONS

- a. “Act” means the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended;
- b. “Board” means the Summer Village of Ghost Lake Subdivision and Development Appeal Board;
- c. “Member” means a voting member of the Summer Village of Ghost Lake Subdivision and Development Appeal Board;
- d. “Pecuniary Interest” means pecuniary interest as defined by section 170(1) of the Act;
- e. “Regional Pool” means a group of Subdivision & Development Appeal Board Members duly appointed by the Councils of municipalities, of which the Summer Village of Ghost Lake is one, participating in the Subdivision & Development Appeal Board Joint Regional Agreement.

3. ESTABLISHMENT

- 3.1. Council hereby establishes a Subdivision and Development Appeal Board for the Summer Village of Ghost Lake.

4. AUTHORITY

4.1. Subject to and in accordance with the provisions of the Act, the Board shall hear and make determinations in respect of appeals brought in respect of:

- a. decisions of a Subdivision Authority which are to be heard by the Board pursuant to section 678(2) of the Act;
- b. orders, decision or development permits made or issued by a Development Authority pursuant to section 685 of the Act;
- c. such other matters as the Board may now or may hereafter be required to hear by the Act or by bylaw of the Summer Village of Ghost Lake.

4.2. The Board, when hearing an appeal respecting a subdivision application or order relating to a subdivision matter, must act in accordance with section 680 of the Act.

4.3. The Board, when hearing an appeal respecting a development permit or order related to a development matter, must in accordance with Section 687 of the Act.

5. MEMBERSHIP AND TERM

5.1. The Board shall consist of three (3) Members appointed by resolution of Council.

5.2. Members shall be appointed to the Regional Pool at the time of appointment by Council to the Summer Village of Ghost Lake Subdivision and Development Appeal Board.

5.3. Membership terms will be set by Council at time of appointment, the terms shall not exceed three (3) years and will be made in such a manner that the expiry dates of Members are staggered.

5.4. Should Council choose to appoint a member of Council to the Board, only one Member of the Board shall be a member of Council.

5.5. To be eligible as a Member of the Board the person must be a property owner or spouse of a property owner in the Summer Village of Ghost Lake.

5.6. No person shall be a Member of the Board:

- a. who is an employee of the Summer Village of Ghost Lake; or
- b. who carries out subdivision or development powers, duties and functions on behalf of the Summer Village of Ghost Lake.

5.7. All membership vacancies shall be advertised on the Summer Village of Ghost Lake website requesting formal submission of applications.

5.8. Appointment of Members will be made from those applicants responding to the advertised need.

5.9. There will be no automatic succession appointments.

5.10. Council delegates authority to the Chief Administrative Officer to assign duly appointed Members from the Regional Pool to the established Subdivision and Development Appeal Board, as required.

5.11. Members shall be compensated as set out in Schedule "A" to this Bylaw.

5.12. Council deems that a Member appointed to the Regional Pool by a municipality, who is a party, along with the Summer Village of Ghost Lake, to the Subdivision and Development Appeal Board Joint Regional Agreement, is a Member appointed by Council.

6. RESIGNATIONS AND REMOVALS

6.1. Any Member may resign from the Board at any time by sending written notice to the Chief Administrative Officer.

6.2. Council may remove a Member at any time.

7. QUORUM AND APPOINTMENT OF CHAIR AND VICE CHAIR

7.1. Two (2) Members of the Board shall constitute a quorum.

7.2. The Board shall at its first meeting in each year, elect by a majority vote of those Members present, a chair and a vice-chair.

7.3. In the event of absence or inability of the chair to preside at a meeting, the vice- chair shall preside.

8. CLERK OF THE BOARD

8.1. Council shall appoint a clerk of the Subdivision and Development Appeal Board with compensation as outlined in section 7.

8.2. The clerk is authorized to:

- a. sign on behalf of the Board any order or decision issued by the Board;
- b. notify all Members of the Board of the arrangements for the holding of each meeting;

- c. prepare and maintain a record of the proceedings;
- d. prepare the Board's written orders for signature and transmittal; and
- e. issue any order or decision of the Board to all affected parties and persons.

9. MEETING PROCEDURES

9.1. The Board shall determine the location in which to hold meetings.

9.2. When the Board includes a Regional Pool Member the meeting may be held virtually.

9.3. Public notice of a meeting will be provided on the Summer Village of Ghost Lake website at least one (1) day prior to the meeting.

9.4. The Board may postpone a decision to a specific date and time where the circumstances require it.

9.5. If a notice to withdraw an appeal is received after the hearing date has been set, the Board shall open the hearing to determine whether or not the appeal will continue.

9.6. The chair shall be responsible with respect to all things required to be carried out by the Board under the Act to see that they are carried out in accordance with the provision of the Act.

9.7. The chair shall:

- a. maintain order and decorum and may, if necessary, call a Member to order;
- b. determine who has a right to speak;
- c. ensure all Members who wish to speak to a motion have spoken, ensure that the Members are ready to vote, and subsequently call the vote;
- d. rule when a motion is out of order; and
- e. ensure persons in the gallery maintain quiet and order and may, if necessary, provide for the removal of those who do not comply.

9.8. Members shall not:

- a. speak with the appellant or any other parties prior to the appeal; or
- b. discuss the item being appealed with anyone, including other Members, outside the hearing.

- 9.9. When a Member has a Pecuniary Interest with respect to an appeal under consideration, the Member must disclose the nature of the Pecuniary Interest prior to any discussion on the matter, abstain from voting on the matter and leave the room in which the meeting is being held until discussion and voting on the matter are concluded.
- 9.10. A Member who, for any reason, is unable to attend the whole of the hearing of an appeal shall not participate in the Board's deliberation or decision on that appeal.
- 9.11. When a Member does not vote on a matter pursuant to 9.8 or 9.9, the abstention and reasons therefore shall be recorded in the minutes.
- 9.12. After hearing all submissions, the Board may deliberate and reach its decision in a meeting closed to the public.
- 9.13. Only the Members present and eligible to vote and the clerk shall be present in a meeting closed to the public.
- 9.14. A decision of the majority vote of Members present shall be deemed to be a decision of the whole Board.
- 9.15. A tied vote is defeated.
- 9.16. A Member shall not make any public statements (including verbally, in writing or via electronic media) on matters relating to an appeal before the Board, either before or after a hearing, except those statements authorized by the Board through the chair.

10. MEETING RECORDS

- 10.1. Agendas shall be made available to Members at least three (3) days prior to a meeting, and made available to the public at least one (1) day prior to the meeting.
- 10.2. The clerk shall keep record of each meeting that includes:
- a. the notice of appeal;
 - b. the date, time and location of the meeting;
 - c. the names of all Members present;
 - d. the names of any Summer Village of Ghost Lake staff present;
 - e. a list of witnesses that gave written evidence at the meeting;
 - f. all written arguments presented at the meeting;
 - g. a list of witnesses that gave verbal evidence presented at the meeting;

- h. any motions made at the meeting, along with the results of the vote on the motion;
- i. the evidence the Board considered and that which it did not, also known as the findings of facts; and
- j. the decision of the Board, including reasons.

10.3. Questions and debate shall not be recorded in the minutes.

10.4. Minutes of the meeting shall be adopted by motion at the next meeting of the Board and signed by the chair and clerk once adopted.

11. WITHDRAWING AN APPEAL

11.1. A notice made by the appellant to withdraw an appeal must be made in writing and submitted to the clerk;

- a. Before the hearing begins; or
- b. After the close of the hearing but before the Board issues its decision

11.2. A verbal notice to withdraw an appeal by the appellant may be made at the hearing.

12. GENERAL MATTERS

12.1. Bylaw number 2022-03 and 2024-02 and any amendments thereto are hereby rescinded in their entirety.

12.2. This Bylaw shall come into force upon final reading thereof.

READ a first, second and third time this 10th day of May 2025.

Mayor

Chief Administrative Officer

Schedule "A"

Member Renumeration

Reimbursement for costs incurred to attend the required Subdivision and Development Appeal Board training or meetings shall be at the rates in effect at the time for the Summer Village of Ghost Lake Council, Staff and Volunteers.

REQUEST FOR DECISION

TITLE:	Procedural Bylaw
DATE:	May 7, 2025
ATTACHMENTS:	1. Bylaw 2025-03 Redlined

SUMMARY:

Administration is proposing bylaw #2025-03 “Procedural Bylaw” which outlines the procedure and conduct of Council, and committees established by Council, and regulates the conduct of Councillors and members of committees established by Council. The new bylaw repeals the existing bylaw #2022-01 “Procedural Bylaw” and includes provisions for electronic meetings and electronic participation platforms for Council meetings and public hearings.

RECOMMENDATION:

That Council give first, second and third readings to Bylaw #2025-03.

DISCUSSION:

Bill 20, the Municipal Affairs Statutes Amendment Act, 2024 proposed various changes to the Municipal Government Act and the Local Authorities Election Act. One of the requirements in Bill 20 was that municipalities must have a bylaw in place to provide for public hearings and planning and development matters to be conducted by electronic means. It also mentioned that Council and committee meetings may be held electronically, if established in a Bylaw.

The proposed Procedural Bylaw aims to ensure alignment with this requirement and allow for flexibility for members through the changes.

MOTIONS:

1. That Bylaw #2025-03 “Procedural”, be given first reading.
2. That Bylaw #2025-03 “Procedural”, be given second reading.
3. That Bylaw #2025-03 “Procedural”, be introduced for third reading.
4. That Bylaw #2025-03 “Procedural”, be given third reading.

Prepared by:
Hassan Saeed
Planning & Development
Technologist

Reviewed & approved by:
Mustafa Hashimi
Chief Administrative Officer

SUMMER VILLAGE OF GHOST LAKE
BYLAW 2025-03

BEING A BYLAW OF THE SUMMER VILLAGE OF GHOST LAKE IN
THE PROVINCE OF ALBERTA, TO PROVIDE ORGANIZATIONAL
AND PROCEDURAL MATTERS OF COUNCIL, COUNCIL
COMMITTEES AND COUNCILLORS

WHEREAS, the Municipal Government Act (MGA), S.A. 2000 Chapter M-26, as amended, provides that a Council may pass bylaws in relation to the procedure and conduct of Council, and committees established by Council, and may regulate the conduct of Councilors and members of committees established by Council;

AND WHEREAS, Council has deemed it necessary to regulate the procedure and conduct at meetings of Council and committees established by Council

NOW THEREFORE, the Council of the Summer Village of Ghost Lake, duly assembled, enacts as follows:

1.0 Title

This Bylaw shall be called the “Procedural Bylaw”.

2.0 Definitions

In this bylaw:

- a. ~~a)~~—**“Delegation”** means any person that has permission of Council to appear before Council or a committee of Council to provide pertinent information and views about the subject before Council or Council committee
- b. ~~b)~~—**“CAO”** means the Chief Administrative Officer or his/her delegate, for the Municipality.
- c. **“Electronic participation platform” means any electronic or digital technology, including but not limited to telephone, video conferencing, or other internet-based applications, that enable remote attendance and participation in Council or committee meetings, as approved by the CAO**
- d. ~~e)~~—**“Member”** means a councilor or person at large appointed by Council to a committee of council.
- e. ~~d)~~—**“Meetings”** means meetings of Council and Council committees.
- f. ~~e)~~—**“Municipality”** means the Summer Village of Ghost Lake, a municipal corporation of the Province of Alberta and includes the area contained within the boundaries of the Municipality.
- g. ~~f)~~—**“Municipal Website”** means the official website of the Municipality
- h. ~~g)~~—**“Term”** means the four-year election cycle

3.0 Chief and Deputy Chief Elected Official

3.1 In accordance with the MGA, the chief elected official shall have the title of Mayor and one member of council shall have the title of Deputy Mayor.

3.2 At the beginning of each Council Term, at the organizational meeting of Council, or as required in the event of a resignation and/or byelection, Council shall elect the Mayor and Deputy Mayor.

4.0 Meetings of Council

4.1 The Organizational meeting of Council shall be held annually, not later than the thirty-first day of August.

4.2 The ~~dates, times, and place~~dates and times of regular meetings of Council shall be established at the Organizational meeting or at a Council meeting by motion of Council at any time.

4.24.3 Meetings will be held in the Ghost Lake Village Community Hall or other location as determined by the CAO, and by electronic participation platform as required.

4.34.4 Any changes to the time, date or location of a regular scheduled meeting will be done a minimum of twenty-four (24) hours in advance of the scheduled meeting. A Special Meeting of Council will be called by the Mayor to approve the changes.

4.44.5 The CAO shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of a meeting.

4.54.6 If a quorum is not present within thirty minutes after the time fixed for regular or special meetings, the CAO shall record the names of the members present and the meeting shall stand adjourned until the next regular or special meeting.

4.64.7 A Meeting may be conducted by means of electronic or other communication facilities if:

- a) notice is given to the public of the meeting, including the way in which it is to be conducted
- b) the facilities enable the public to watch or listen to the meeting at a place specified in the notice.
- c) the facilities enable all the meeting's participants to watch and hear each other

5.0 Conduct of Meetings

- 5.1 Every delegate to a regular Council meeting and each member of Council shall address the chair but shall not speak until recognized by the chair.
- 5.2 The Mayor or other presiding officer may, upon request of a member of Council, authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and with time limits specified by the Mayor or other presiding officers.
- 5.3 A motion does not require a seconder.
- 5.4 A motion may be withdrawn by the mover at any time before voting.
- 5.5 The following motions are not debatable:
- i) Adjournment.
 - ii) Take a Recess.
 - iii) Question of Privilege.
 - iv) Point of Order.
 - v) Limit Debate on the Matter before Council.
 - vi) Division of a Question.
 - vii) Table the Matter to Another Meeting.
- 5.6 When the Mayor or other presiding officer is of the opinion that a motion is contrary to the rules and privileges of the Council or Council committee, they shall apprise the member thereof immediately, before putting the question to discussion and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two thirds majority vote of the members present.
- 5.7 In all cases not provided for in the proceedings of the Council a two-thirds majority of Council shall determine to uphold the ruling of the presiding officer or not, as may be the case.
- 5.8 When all items on an approved agenda have been dealt with, the Mayor or other presiding officer may adjourn the meeting without requiring a motion or vote of Council.

6.0 Delegations

- 6.1 A person or a representative of any delegation or group of persons who wishes to bring any matter to the attention of the Council or who wishes to have any matter considered by the Council shall address a letter, an email or other communication to the Council outlining the subject to be discussed. The letter shall be typewritten or legibly written and delivered, emailed, or mailed to the office of the CAO so that it arrives by at least 4:00 in the afternoon seven calendar days immediately preceding the meeting at which it

is to be presented, and it shall contain the full mailing address of the writer. If he or she wishes to appear before Council, it shall be so stated in the letter.

- 6.2 Delegations shall be granted a maximum of fifteen (15) minutes to present the matter outlined in their letter. Where the Mayor or other presiding officer determines that sufficient time has been granted to a delegation to present the matter outlined in their letter the Mayor or other presiding office may limit the length of time granted to the delegation.
- 6.3 Delegations who have not submitted a letter in accordance with this section may speak during the Residents Dialogue session immediately preceding the regular meeting.

7.0 Agenda

- 7.1 Prior to each regular meeting, the CAO shall prepare a statement of the order of business to be known as the “Agenda” of all business to be brought before the Council at the regular meeting.
- 7.2 To enable the CAO to prepare a proper agenda, all documents and notice of delegations intended to be submitted to the Council shall be submitted to the CAO seven days before the regular meeting, unless extenuating circumstances occur.
- 7.3 Additions placed on the agenda at the meeting shall be discouraged, however, an addition may be made to the agenda with a simple majority consent of Councilors present. Actions resulting from the agenda additions require unanimous consent given by those Councilors present. Exception to actions given by unanimous consent is a tabling motion or that the agenda item be received as information.
- 7.4 The CAO shall ensure Council has access to the agenda at least four (4) days prior to the meeting date.

8.0 Resident Dialogue

- 8.1 Council shall provide a maximum of twenty (20) minutes at the forefront of each regular council meeting, prior to calling the meeting to order, for informal resident dialogue.
- 8.2 Each resident present will be allowed a maximum of ten (10) minutes to speak to Council, but the total time allocated for resident dialogue shall not exceed twenty (20) minutes in total time unless unanimously agreed to by all council members present

8.3 No proceedings of Resident Dialogue shall be recorded in the minutes of the meeting.

9.0 Council Committees and Boards

9.1 Committees may be established by Council from time to time as are necessary or advisable for the orderly and efficient handling of the affairs of the Summer Village of Ghost Lake and shall establish the Terms of Reference for said Committees as set out in Schedule B attached to and forming part of this Bylaw.

9.2 The Terms of Reference for Committees may be amended by resolution of Council from time to time, as required.

9.3 When establishing a Committee, Council must adopt a Terms of Reference for the Committee that:

- a) names it;
- b) establishes membership, purpose and authority;
- c) sets the terms or directs that the committee exists on an on-going basis;
and
- d) allocates any necessary budget or other resources.

9.4 Council may appoint by resolution Members, employees or public-at-large to Committees in accordance with the approved Terms of Reference and any applicable statute or bylaw.

9.5 The Committee member selection process will be as follows:

- a) Member of Council
 - i. To be appointed by Council to a Committee at the annual Organizational meeting
- b) Public-at-Large
 - i. All public-at-large vacancies on Committees shall be advertised to request formal submission of applications on the Municipal Website
 - ii. Public-at-large member selection will be made by Council from those applicants responding to the advertised need.
 - iii. To be considered, applicants must be a property owner, the spouse of a property owner or a permanent resident in the Summer Village of Ghost Lake.

9.6 The Mayor shall be an ex-officio member of all Committees unless prohibited by statute or bylaw and as such has the same rights and privileges as other Committee members.

- 9.7 At its first meeting each year, a Committee shall elect a Chairperson for a one (1) year term to preside over Committee meetings.
- 9.8 A Committee shall conduct its meetings in public in accordance with the provisions of the MGA.
- 9.9 Meetings will be scheduled at the call of the Chairperson, with times and locations posted on the Municipal Website.
- 9.10 Minutes will be taken recording Committee members present, all proceedings and decisions made by the Committee, signed by the Committee Chairperson and posted on the Municipal Website.
- 9.11 All Committee members shall have an equal vote on any decision before the Committee.
- 9.12 Committees shall report to Council as required.

10.0 Public Notification

- 10.1 Public notice of regular meetings shall be posted at least seven (7) days in advance of the meeting on the Municipal Website indicating time, date, and location of the meeting.
- 10.2 Special meetings shall be posted at least twenty-four (24) hours in advance of the meeting, indicating time, date, location, and purpose of the meeting on the Municipal Website.
- 10.3 In the event a special meeting is called with less than twenty-four (24) hours notice and a waiver of notice is signed pursuant to the Act, there is no requirement to post notification on the Municipal Website.
- 10.4 Each notice postponing a meeting shall state the reason and be posted on the Municipal Website. When available, the time and day and place the postponed regular or special meeting will be held shall be posted on the Municipal Website.
- 10.5 Meeting agenda will be posted on the Municipal Website within one (1) day following the distribution of the agenda to the Councilors for council meetings and to the committee members for committee meetings.

11.0 Public Circulation of Minutes

- 11.1 A copy of Council and Committee meeting minutes shall be posted on the Municipal Website within fourteen (14) days of the adjournment of the meeting.
- 11.2 In the event, the minutes have not been adopted within the fourteen (14) day period, they shall be clearly marked as “Unadopted Draft”.
- 11.3 When all Council minutes for a calendar year have been adopted, an archive copy of all signed minutes for the year shall be prepared and posted on the Municipal Website and the unadopted draft minutes removed from the Municipal Website.

12.0 Public Hearing Procedures

- 12.1 Notwithstanding any other section of this bylaw, Sections 12.2 through 13.6 apply to public hearings.
- 12.2 Public Hearings are a statutory requirement in accordance with Section 230 of the MGA whereby when this or another enactment requires Council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,
 - a) before second reading of the bylaw, or
 - b) before council votes on the resolution.
- 12.3 If a public hearing is held on a proposed bylaw or resolution, Council must conduct the public hearing during a regular or special council meeting.
- 12.4 The Summer Village will give notice of a Public Hearing by:
 - a) posting the notice on the Municipal Website,
 - b) placing an advertisement in a newspaper published at least once a week for 2 consecutive weeks, having general circulation in the area prior to the public hearing date, and
 - c) mail or deliver a notice to every residence in the area to which the proposed bylaw, resolution or other thing relates

12.5 Public Hearing Meetings will be held in the Ghost Lake Village Community Hall or other location as determined by the CAO, and by electronic participation platform as required.

12.512.6 Detailed procedures for Public Hearings are available in Schedule A, attached.

~~12.6~~12.7 Any person, group, or representative of a person or group who is providing a verbal presentation at a public hearing shall be physically present.

~~12.7~~12.8 The presiding officer shall ensure all members of the public present at a public hearing feel safe to participate by requiring those present to:

- a) Speak respectfully,
- b) Refrain from using any offensive or disrespectful language,
- c) Directly address the item without repetition or reference to matters irrelevant to the public hearing
- d) Maintain order and quiet,
- e) Refrain from interrupting any speech or action of members of council or any other member of the public that is addressing council, and
- f) Refrain from displaying placards or signs supporting a particular outcome of the topic under discussion

~~12.8~~12.9 After considering the representations made to it about a proposed bylaw or resolution at a public hearing and after considering any other matter it considers appropriate, the Council may:

- a) pass the bylaw or resolution,
- b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
- c) defeat the bylaw or resolution.

13.0 Public Hearing Records

13.1 Following the adjournment of a public hearing the CAO shall prepare:

- a) A record of public submissions, and
- b) Minutes of the public hearing.

13.2 The record of public submissions shall include:

- a) Written submissions received from administration, the applicant, and members of the public, and
- b) An electronic copy of the video recording of the meeting if one was made.

13.3 A member of the public wishing to have a written submission included in the record of public submissions shall ensure one copy of the submission

is received by the CAO between the time Council sets a date for a public hearing and the close of the public hearing.

- 13.4 Where a person provides more than one identical or largely identical written submission, only one will be included in the record of public submissions.
- 13.5 The minutes of a public hearing shall record:
- a) The names of administration and the applicant, or representatives of the applicant, who presented at the hearing; and
 - b) The names of the members of the public who provided written and/or verbal submissions along with a general indication of support or opposition, but not a summary of the presentations and/or a copy of any written materials provided.
- 13.6 The minutes of a public hearing will be reviewed and adopted by Council resolution at the next regular or special Council meeting following a public hearing.

14.0 Electronic Meetings

- 14.1 Meetings may be conducted using the electronic participation platform if any Members are attending remotely as set out in this Bylaw, if they are public hearings under Part 17 of the MGA, or where otherwise required by law. Meetings may be conducted using the electronic participation platform as determined by the CAO
- 14.2 If a meeting is being conducted using the electronic participation platform:
- 14.2.1 notice must be given to the public on the Municipal website of the meeting, including the way in which it is to be conducted;
 - 14.2.2 the public must be able to participate, watch, and listen to the meeting at the place or by the means specified in that notice; and
 - 14.2.3 all the meetings' participants must be able to hear each other.
- 14.3 Members may participate in Council and committee meetings using electronic participation platform if:
- 14.3.1 the Member is in a location outside of the Summer Village of Ghost Lake for any reason; or
 - 14.3.2 the Member is located in the Summer Village of Ghost Lake but is unable to attend a meeting for medical reasons of the Member or for the care of a family member or a person in that Member's household; or
 - 14.3.3 there are other exceptional circumstances and Council has approved electronic participation
- 14.4 A Member intending to attend a meeting using the electronic participation platform shall notify the CAO in advance of the start of the meeting

14.5 When the Mayor attends a meeting using the electronic participation platform, the role and duties of chair may be reassigned to the Deputy Mayor

15.0 General Matters

~~14.1 Bylaw Number 130-16, Bylaw Number 135-17 and Bylaw Number 140-19 and any amendments thereto are hereby rescinded in their entirety.~~

14.1 Bylaw Number 2022-01 and any amendments thereto are hereby rescinded in their entirety.

14.2 This Bylaw shall come into full force upon final reading thereof.

READ a first, second and third time this ~~9th day of May 2022~~ 10th day of May 2025

Mayor

Chief Administrative Officer

BYLAW NO. 2022-01
SCHEDULE A
PUBLIC HEARING PROCEDURES

CALL HEARING TO ORDER

1. Chair / Vice Chair to call the public hearing to order.
2. Chair may introduce all Members of Council and Administrative Staff.

EXPLAIN PURPOSE OF HEARING AND PROCEDURES

3. Chair to advise those present that:
 - a. The Council is here to listen to the information presented, and to make a decision on the matter that is the subject of the hearing.
 - b. This is a formal hearing and is not a debate. Everyone wishing to speak will be given an opportunity to speak once to the matter.
 - c. The Chair shall call upon those individuals who added their name to the Speakers List in the order recorded. An individual who does not identify themselves on the Speakers List will not be given the opportunity to speak.
 - d. Presenters are to stay within a five (5) minute time limit on the presentation and are encouraged when speaking to keep the presentation to the point, and refrain from restating points raised by previous speakers if possible.
 - e. Each presenter must first state their name, address, and their interest in this matter, including whether in support or non-support.

HEARING TO COMMENCE

4. The Hearing is to commence as follows:
 - a. Chair to call on designated staff member to introduce the subject (or bylaw) of the hearing.
 - b. Chair to call on the Chief Administrative Officer (or designate) to read any relevant correspondence received.
 - c. Chair and Members of Council may ask for clarification relating to the subject (or bylaw).

PRESENTATIONS

5. Chair to call on applicant(s) to speak to the application, if applicable.
6. Chair to call on any individual(s) who recorded their names on the Speakers List to speak in in the order they were recorded.
7. Chair and members of Council may call on technical and administrative staff to provide information/clarification for Council.

8. The Chief Administrative Officer will read aloud the names of anyone who supplied written comments.

FINAL COMMENTS

9. Chair may invite administration an opportunity to provide closing comments

CLOSE OF HEARING

10. Chair announces that this concludes the public hearing.

COUNCIL DECISION

11. Following the conclusion of the public hearing, Council will discuss comments made by the public and render a decision on the subject (or bylaw). No further public comment can be received.

BYLAW NO. 2022-01
SCHEDULE B
Committee Terms of Reference

FIRESMART & PUBLIC WORKS COMMITTEE
TERMS OF REFERENCE

PURPOSE	To act as an advisory body to Council and Administration regarding matters of FireSmart, public works and community safety.
MEMBERSHIP	<ul style="list-style-type: none">• One (1) Council Member• Two (2) Public-At-Large representatives• One (1) Industry Liaison
AUTHORITY	<p>The Committee will:</p> <ul style="list-style-type: none">• Review, discuss and plan FireSmart activities for the community.• Assist with the development and implementation of FireSmart public education and awareness initiatives.• Promote community involvement in the FireSmart program.• Support and coordinate annual stewardship programs.• Direct and lead the development of the Wildfire Preparedness Guide• Research and assist in grant applications.• Review and discuss issues pertaining to safety of the community• Review and provide input into planning of the community as it relates to FireSmart, community safety and public works.• Identify trails within the community requiring maintenance• Monitor and ensure the Community Services Building maintenance is completed.• Advise and make recommendations to Council and Administration in relation to FireSmart, public works and safety.• Provide input into budget as it relates to the work of the committee.• Comply with the Summer Village of Ghost Lake Procedural Bylaw and the Municipal Government Act.
TERM	On-going
FUNDING	As authorized by Council during the annual budget cycle
APPROVAL DATE	May 9, 2022

RECREATION COMMITTEE
TERMS OF REFERENCE

PURPOSE	To assist Council with policies and operations relating to the summer village recreation program and facilities.
MEMBERSHIP	<ul style="list-style-type: none">• One (1) Council Member• Four (4) residents
AUTHORITY	<p>The Committee will:</p> <ul style="list-style-type: none">• The Committee may make recommendations to the Council of the Summer Village of Ghost Lake, for their approval, on matters related to recreation services and facilities in the Summer Village.• The Committee shall be concerned with all matters pertaining to recreation facilities owned or controlled by the Village and with matters pertaining to a broad range of recreation services that will provide opportunity for people of all ages to use their leisure in a wholesome and satisfying manner.• The Committee shall make recommendations to the Council for the approval of and passing of such rules and regulations as it may deem necessary from time to time.• In the interest of a well balanced coordinated recreation program, the Committee shall cooperate with and encourage all organizations within its jurisdiction which are supporting, promoting and working for recreation in its broadest application.• The committee shall hear and consider representations by an individual, organization or delegation of citizens with respect to recreation and act on such recommendations arising there from as the Committee shall deem to be in the general interests of all citizens.
TERM	On-going
FUNDING	As authorized by Council during the annual budget cycle
APPROVAL DATE	May 9, 2022